



## MINUTES

### SELECT BOARD

**08/27/2021**

**9:00am via zoom remote meeting**

Present: Select Board Member, Heather Hamilton, Select Board  
Select Board Member Raul Fernandez, Select Board  
Member John VanScoyoc, Select Board Member  
Miriam Aschkenasy

#### OPEN SESSION

Chair Hamilton declared that the board shall enter into executive session for the purpose of discussing litigation strategy because litigation in an open meeting may have a detrimental effect on the bargaining or litigating position of the public body, and to review/approve executive session minutes.

The board will not reconvene in open session.

On motion it was,

Voted to enter into executive session.

Aye: Heather Hamilton, Raul Fernandez, John VanScoyoc, Miriam Aschkenasy

Absent: Bernard Greene

#### EXECUTIVE SESSION - LITIGATION

For the purpose of discussing litigation strategy in the case of Alston v. Town of Brookline, USDC Case No. 1:15-cv-13987.

For the purpose of discussing litigation strategy in the case of Amy Hingston Hall v. Town of Brookline, et al., Case No. 2182CV00666.

#### EXECUTIVE SESSION - EXECUTIVE SESSION MINUTES

Question of approving the Executive Session meeting minutes from August 3, 2021.



## MINUTES

### Select Board

**10/05/2021**

**5:00pm via Zoom virtual meeting**

Present:

Select Board Member, Heather Hamilton, Select Board Member Bernard W. Greene, Select Board Member Raul Fernandez, Select Board Member John VanScoyoc, Select Board Member Miriam Aschkenasy

#### ANNOUNCEMENTS/UPDATES

Local organizations are assisting refugees from Afghanistan in Brookline. The Courtyard Marriott is providing temporary shelter

November 14<sup>th</sup> there will be a flu clinic at BHS

#### PUBLIC COMMENT

Rochelle Rothchild urged the board to support a vaccine mandate policy for employees that enter into people's homes. Town Administrator Kleckner noted there is one in place and he will look into the situation she encountered.

#### MISCELLANEOUS

Question of approving the meeting minutes from the following Select Board Meetings:

September 21, 2021

September 28, 2021

On motion it was,

Voted to approve the meeting minutes from the following Select Board Meetings:

September 21, 2021

September 28, 2021

Aye: Heather Hamilton, Bernard Greene, Raul Fernandez, John VanScoyoc, Miriam Aschkenasy

#### SL02 ACCOUNT

1. Question of approving the reestablishment of the SL02 Account, fund 298, for receiving gifts and grants for the Recreation Department.
2. Question of approving the following donations for the Recreation Therapy Division of the Recreation Department in the total amount of \$145
  - \$50 from Bill and Sue Adams



## 6.A.

In Select Board

10/05/2021

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- \$20 from Molly Adams
- \$50 from Michael and Susan Weiner
- \$25 from Zack Weiner

3. Question of approving the acceptance of two EEC ARP Grants for the Soule Early Childhood Education (\$85,080) and the Recreation Department's After School Program (\$19,067) in the total amount of \$104,147.

On motion it was,

1. Voted to approve the reestablishment of the SL02 Account, fund 298, for receiving gifts and grants for the Recreation Department.
2. Voted to approve the following donations for the Recreation Therapy Division of the Recreation Department in the total amount of \$145
  - \$50 from Bill and Sue Adams
  - \$20 from Molly Adams
  - \$50 from Michael and Susan Weiner
  - \$25 from Zack Weiner
3. Voted to approve the acceptance of two EEC ARP Grants for the Soule Early Childhood Education (\$85,080) and the Recreation Department's After School Program (\$19,067) in the total amount of \$104,147.

Aye: Heather Hamilton, Bernard Greene, Raul Fernandez, John VanScoyoc, Miriam Aschkenasy

### ALTERNATE MANAGERS

Question of approving the application of a new alternate manager at NETA; Raesia Straker.

On motion it was,

Voted to approve the application of a new alternate manager at NETA; Raesia Straker.

Aye: Heather Hamilton, Bernard Greene, Raul Fernandez, John VanScoyoc, Miriam Aschkenasy

Question of approving the following alternate managers for Mission, Inc.:

- Carlo Lookner
- Kieondre Woody

On motion it was,

Voted to approve the following alternate managers for Mission, Inc.:

- Carlo Lookner
- Kieondre Woody

Aye: Heather Hamilton, Bernard Greene, Raul Fernandez, John VanScoyoc, Miriam Aschkenasy

## 6.A.

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### TEMPORARY WINE AND MALT BEVERAGES NON SALES LICENSE

Question of approving the following Temporary Wine and Malt Beverages Non Sales License to The Larz Anderson Auto Museum, 15 Newton street:

Thursday, October 7, 2021 for Fundraiser 5:30PM – 9:00PM

Saturday, October 9, 2021 for Wedding Reception from 5:30PM – 11:00PM

Wednesday, October 13, 2021 for Corporate Dinner Reception from 5:30PM – 10:30PM

Thursday, October 14, 2021 for Corporate Team Building 12:00PM – 6:00PM

On motion it was,

Voted to approve the following Temporary Wine and Malt Beverages Non Sales License to The Larz Anderson Auto Museum, 15 Newton street:

Thursday, October 7, 2021 for Fundraiser 5:30PM – 9:00PM

Saturday, October 9, 2021 for Wedding Reception from 5:30PM – 11:00PM

Wednesday, October 13, 2021 for Corporate Dinner Reception from 5:30PM – 10:30PM

Thursday, October 14, 2021 for Corporate Team Building 12:00PM – 6:00PM

Aye: Heather Hamilton, Bernard Greene, Raul Fernandez, John VanScoyoc, Miriam Aschkenasy

### TEMPORARY ALL ALCOHOLIC BEVERAGES NON SALES LICENSE

Question of approving the following Temporary All Alcoholic Beverages Non Sales License to The Larz Anderson Auto Museum, 15 Newton Street:

Friday, October 15, 2021 for Wedding Reception from 5:00PM – 11:00PM

Saturday, October 23, 2021 for Retirement Party 6:00PM – 11:00PM

Saturday, October 30, 2021 for Wedding Reception 6:00PM – 11:00PM

On motion it was,

Voted to approve the following Temporary All Alcoholic Beverages Non Sales License to The Larz Anderson Auto Museum, 15 Newton Street:

Friday, October 15, 2021 for Wedding Reception from 5:00PM – 11:00PM

Saturday, October 23, 2021 for Retirement Party 6:00PM – 11:00PM

Saturday, October 30, 2021 for Wedding Reception 6:00PM – 11:00PM

Aye: Heather Hamilton, Bernard Greene, Raul Fernandez, John VanScoyoc, Miriam Aschkenasy

### TEMPORARY ALL ALCOHOLIC BEVERAGES NON SALES LICENSE

Question of approving a Temporary All Alcoholic Beverages Non Sales License to St. Mary's of the Assumption Catholic Church to be held on Saturday, October 16, 2021 for Wedding Reception 7:00PM – 11:00PM at 5 Linden Place. 100 people expected to attend.

On motion it was,

## 6.A.

In Select Board

10/05/2021

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Voted to approve a Temporary All Alcoholic Beverages Non Sales License to St. Mary's of the Assumption Catholic Church to be held on Saturday, October 16, 2021 for Wedding Reception 7:00PM – 11:00PM at 5 Linden Place. 100 people expected to attend

Aye: Heather Hamilton, Bernard Greene, Raul Fernandez, John VanScoyoc, Miriam Aschkenasy

### TEMPORARY WINE AND MALT BEVERAGES SALES LICENSE

Question of approving a Temporary Wine and Malt Beverages Sales License to Heart Jr, LLC d/b/a Mamaleh's Delicatessen to be held on Monday, October 11, 2021 for Marathon Route from 8:00AM – 4:00PM at 1659 Beacon Street.

On motion it was,

Voted to approve a Temporary Wine and Malt Beverages Sales License to Heart Jr, LLC d/b/a Mamaleh's Delicatessen to be held on Monday, October 11, 2021 for Marathon Route from 8:00AM – 4:00PM at 1659 Beacon Street.

Aye: Heather Hamilton, Bernard Greene, Raul Fernandez, John VanScoyoc, Miriam Aschkenasy

### CALENDAR

### DEPARTMENT HEAD APPOINTMENT

Question of approving the recommendation of the Town Administrator to appoint a Director of Planning and Community Development.

Town Administrator Kleckner announced his recommendation for the Director of Planning and Community Development, Kara Brewton. He reviewed Ms. Brewton's qualifications.

The Board offered their congratulations and support of the appointment.

Ms. Brewton thanked Mr. Kleckner and acknowledged retiring Planning Director, Alison Steinfeld. She provided a brief review of her upcoming priorities.

On motion it was,

Voted to approve the recommendation of the Town Administrator to appoint Kara Brewton as Director of Planning and Community Development, effective October 8, 2021.

Aye: Heather Hamilton, Bernard Greene, Raul Fernandez, John VanScoyoc, Miriam Aschkenasy

### WARRANT ARTICLE PUBLIC HEARING

Public Hearing, discussion and possible vote on the following Warrant Articles for the November 16, 2021 Fall Town Meeting (STM1):

Warrant Article 2 - Collective Bargaining- *postponed*

Warrant Article 4 - Home Rule License Authority –*postponed*

Warrant Article 7 - Increase Marijuana Cap

Warrant Article 8 - Decrease Marijuana Cap

Warrant Article 9 - Marijuana Committee

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### Warrant Article 7 - Increase Marijuana Cap (Select Board)

Chair Hamilton acknowledged the request for comments on the marijuana articles. (7, 8, 9). She began with opening the hearing on Articles 7,8, and 9.

Public comment:

Alok Somani spoke against Article 7 indicating the town already has four marijuana retailers already, and they are here to stay. The Select Board wants to add two more. The two additional licenses will be held for social equity applicants; under the same State policy that provided "preferential" treatment for equity applicants and that failed when awarding the first four licenses. Why do we think it will work this time? If our goal is social equity, then let us first ensure that the existing licensees live up to the promises they made to our Town.

Richard Strock spoke against article 7. He appreciates the intent, but is worried about the reality and execution. There is an incredible amount of pressure on our kids, and he spoke on the medical effects on youth from marijuana. He reviewed resources on the effects of marijuana on children.

Susan Park spoke against article 7, and on her concerns with cannabis use in the schools. Eighty percent of eighth graders are smoking marijuana in one middle school in Brookline. Marijuana access is increasing at BHS; more access leads to more use.

Dr. Reich and Dr. Lavin spoke on a medical perspective of marijuana use with youth. They noted that since recreational marijuana was approved, they have seen an increase in users. They are concerned that the marijuana industry is targeting minority youth. More access leads to more use which is concerning for teenagers of Brookline.

Cher Duffield spoke against article 7. She feels the increased presence leads to increased use. There is no data on what is happening in Brookline, but why not be cautious and not hurry the additional licenses until we can study the data.

Jan Vezikov has four daughters in Brookline schools. He reviewed how his family moved here for the reputation of a family friendly town. Things have changed since the pandemic. A high amount of eighth graders is smoking marijuana. The town must do what is best for families and children. It looks like greed and profits are involved here. One marijuana shop is too many for a child to walk by daily; two more is too much, how many do we need.

Kee Park spoke against article 7 and noted a full-length advertising board for a cannabis delivery service. He asked what is Brookline doing to protect children from the cannabis industry. We far exceed the need of marijuana shops. Put a moratorium on additional licenses for now.

Georgina Garcia is a child analysis clinician. She spoke on the shocking statistic that one in three children are vaping. Marijuana potency is increasing, and addictive. She also noted the marijuana negatively affect the Latino population.

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Kate Silbaugh noted that the Select Board has still not studied the effects. A public committee is needed to study. The town has not shown any efforts with the current marijuana establishments to enforce equity. She feels adding new licenses is just a quick fix.

Ana Albuquerque added we do not know the full impact on kids and marijuana and we need a study. She added that she feels Brookline is not the best place to raise a family anymore.

Racheal Strock, an eighth grader is concerned that she will encounter situations of peer pressure that will ruin friendships due to marijuana use. There is no need for more establishments. Adding more shops will make the situation worse for students.

Tiffany Rinne noted that kids are starting to smoke marijuana in high school. The more exposure the more acceptable things become.

Areg Danagoilian spoke on the need for strict age limits. Brookline has not done good job enforcing age limits and the increase in teenage use of cannabis. He is worried about expanding the trade in the town. He feels it is premature to expand the marijuana retailers.

Thomas Stalcup is a counselor at the Riddley school and provided an achievement chart of black students vs white students. He indicated the black students fall below, and will get worse by opening up new marijuana shops. He noted that Dr. Jett had recommended two years ago starting a public education program in middle schools on youth and drug use. The eighth graders are becoming highly addicted.

Dave Porter spoke in favor of more licenses. Its 2021, we legalized marijuana and it is available for use. The concerns are real and valid, but has nothing to do with adding a couple more dispensaries. He added this is nothing new for high school students, and noted that alcohol use also poses harmful effects, but are dealt with appropriately.

Judy Austin spoke as an addiction counselor and noted there is no need for additional cannabis locations. She spoke on the effects of cannabis, which is a de-motivator and how it causes changes in the adolescent brain that creates anxiety. She added promote the health of Brookline, not the wealth.

Chair Hamilton closed the hearing.

The Board responded, this is not about the revenue, it is about equity. Some members noted the need to push the School Committee for educational programs. It was noted that there is no data supporting that an increase of dispensaries increases usage, and there were problems with youth and usage before the dispensaries opened and will continue. The board expressed the need for open conversations and to provide additional information to the student community.

### Warrant Article 8 - Decrease Marijuana Cap

Co-petitioner Susan Park provided a presentation. Data shows the more dispensaries in town sends a message of a positive view that marijuana is OK. She spoke on research indicating that there has been an increase in emergency room visits due to marijuana increased use; the data is out there. The more stores, the more access. She added that parents feel they have been dismissed; please do not say our statements are not true. Ms. Park presented an advertisement of Justin Bieber joining local dispensary, NETA promoting his exclusive marijuana product, a definite target to the youth community.

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The warrant articles asks the “roundup” language in article 7 to be changed to “round down”. This article will not affect past licenses. If Town Meeting passes this article it might go on the ballot in May.

Chair Hamilton asked if the town could round down.

Monique Baldwin, Cannabis Coordinator, noted if the town rounds down the numbers, they would be under the 20% threshold.

Associate Town Counsel, Jonathan Simpson added when you come up with a fraction, it will round down in all circumstances relating to marijuana, and that will require a town-wide referendum.

### Warrant Article 9 - Marijuana Committee

Co-petitioner, Alok Samani reviewed that Warrant Article 09 seeks to create a Study Committee with membership that represents a diversity of views to carefully consider and articulate policy goals and to define actions designed to achieve those goals with respect to licensing recreational marijuana in Brookline. Why do we need this?

- Because we already have four licensed stores, adult access is guaranteed. In rushing to license those stores, we have increased tax revenue, but we have failed to achieve the stated goal – which was social equity participation.
- We should stop rushing.
- We should have a plan.
- The plan should be crafted by taking into account all the views in our community.
- The committee should include diverse voices.
- The committee should consider emerging evidence.
- The committee should seek to balance tax revenue with other goals.

Other goals such as, and maybe in the same way we have legislated tobacco in Brookline; ensuring we protect those that are most vulnerable with reasonable restrictions and making sure we are promoting community health. We heard that WA7 is about social equity. Two new licenses, even if awarded to an Equity Applicant will not provide benefits for some period of time. If social equity is truly our goal, then why not focus our efforts on ensuring the HCA promises by the four current licensees are kept? We can deliver social equity now. Another key point is that Department of Health has not had the opportunity to establish base-line data. We need this in order to understand the impact, positive or negative on our community. Recreational marijuana is here to stay. This is not an attempt to roll that back. We have four stores. This is an attempt for us as a Town to have a conversation and get it right.

Chair Hamilton noted that there is a current Cannabis Committee, Select Board member Aschkenasy sits on that committee.

Select Board Aschkenasy said she looked at the current committee charge, where it started and where it is now. It may be reasonable to bring in some of these issues into the work of the committee. Base line data is very important. She is willing to talk with the petitioners on what we can roll into the existing committee.

Alok added he is aware of that committee, but the membership focuses on areas of town where shops exists. This would include membership across the town. Their targeted result is to propose a WA to amend the general bylaw. The current committee is there to provide recommendations where to send the generated funds received from the establishments.

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Board member Greene agreed that the Justin Bieber endorsement is targeting teenagers. He thought there were regulations on this. The town may be able to intervene and stop this type of advertising.

Ms. Baldwin replied she would look into this with the Cannabis Control Commission.

### WARRANT ARTICLES

STM 3

Warrant Article 2 - Driscoll School Geothermal

Chair Hamilton offered the Advisory Committee's revised language related to Article 2 of the Special Town Meeting 3.

On motion it was,

Voted 5-0 Favorable Action on Warrant Article 2 STM3:

To appropriate, \$4,900,000, to be expended under the direction of the Building Commission, with any necessary contracts over \$100,000 to be approved by the Select Board and the School Committee, to provide a fossil-fuel-free Ground Source Heat Pump system for the new Driscoll School, and to meet the appropriation authorize the Treasurer, with approval of the Select Board, to borrow \$4,900,000 under General Laws, Chapter 44, Section 7(1). Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount, provided that this appropriation shall be conditioned upon the town's request of the Department of Revenue to include the Town's additional borrowing authorization of \$4,900,000 for the Driscoll School project as debt excluded from the provisions of Prop 2 1/2.

Aye: Heather Hamilton, Bernard Greene, Raul Fernandez, John VanScoyoc, Miriam Aschkenasy

Further review and possible vote on the following Warrant Articles for the November 16, 2021 Fall Town Meeting (STM 1):

### Warrant Article 5 - 60-64 Harvard Easement

On motion it was,

Voted 5-0 Favorable Action on Article 5 as submitted by the petitioner.

Aye: Heather Hamilton, Bernard Greene, Raul Fernandez, John VanScoyoc, Miriam Aschkenasy

### Warrant Article 6 - Sidewalk Obstruction

On motion it was,

Voted 5-0 Favorable Action on Article 6 as submitted by the petitioner.

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In Select Board

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Aye: Heather Hamilton, Bernard Greene, Raul Fernandez, John VanScoyoc, Miriam Aschkenasy

Warrant Article 11 - Home Rule Quorum -postponed

Warrant Article 12 - Reso Hybrid Meeting - postponed

Warrant Article 13 - Roll call votes – postponed

### Warrant Article 18 - Low Carbon Concrete

On motion it was,

Voted 5-0 Favorable Action on Article 18 as submitted by the petitioner.

Aye: Heather Hamilton, Bernard Greene, Raul Fernandez, John VanScoyoc, Miriam Aschkenasy

### BOARDS AND COMMISSIONS - APPOINTMENTS

The following candidates for appointment/reappointment to Boards and Commissions:

Brookline Village Parking Benefit District Advisory Board

On motion it was,

Voted to reappoint Fred Perry to the Brookline Village Parking Benefit District Advisory Board for a term ending August 31, 2024 or until a successor can be appointed.

Voted to appoint Emily Jacobson to the Brookline Village Parking Benefit District Advisory Board for a term ending August 31, 2023 or until a successor can be appointed.

Aye: Heather Hamilton, Bernard Greene, Raul Fernandez, John VanScoyoc, Miriam Aschkenasy

There being no further business, the Chair ended the meeting at 6:42 pm.

ATTEST



6.B.



# TOWN of BROOKLINE

*Massachusetts*

## BUILDING DEPARTMENT

Daniel F. Bennett  
Building Commissioner

October 4, 2021

TO: Select Board

FROM: Daniel Bennett, Building Commissioner *CAZ*  
Charles A. Simmons, Director of Public Buildings

SUBJECT: Authorization to Hire - Senior Maintenance Craftsperson/Electrician

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The Building Department is requesting permission to fill a vacancy due to a retirement in the Public Building's Division.

The open position will be Senior Maintenance Craftsperson/Electrician. The position is budgeted in the present year operating budget.

Thank you for your consideration.



# Town of Brookline

## Massachusetts

### Authorization To Hire Request Form

1. Position **TITLE:** Senior Maintenance Craftsperson/Electrician Grade: T209

2. Department: Building Division: Public Buildings

3. Position Control #: 250000023 Prior Incumbent: Peter Gentes

a. Reason for Leaving: Retirement

4. Budgetary Information:

Department Code: T372 Budget Code: 2510-510101(25%) 3430-510101(75%) % 100%

☐ Grant Funded-Name of Grant: \_\_\_\_\_ ☐ Revolving Fund ☐ Enterprise Fund

6. Employment Type:

☒ Full-Time: # of hours/week: 40 ☐ Part-Time: # of hours/week: \_\_\_\_\_

☐ Permanent ☐ Temporary: expected end date (required) \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

7. Method of Fill:

☐ Promotion – To be Posted Internally from: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ to \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

☒ New Hire ☐ Transfer – Please explain: \_\_\_\_\_

8. List the top three essential functions of this position:

1. - Maintenance

2. - Building Maintenance

3. - Electrical Repairs

9. I have considered the following alternatives to filling this position:

Hiring outside vendors.

10. The alternatives are less desirable than new hire action for the following reasons:-continued on reverse side-

Would cost the Town more money and be less efficient.

Authorization To Hire Request Form


## 11. Suggested sources for specialized recruitment advertising: (other than local papers)

Human Resources will work closely with the department to post the position widely with the ProDiversity Network,

ZipRecruiter, Indeed, which all have multiple targeted affinity group job boards, as well as related professional groups.

## 12. Please attach the current position description.

## 13. Signatures:

Department Head Signature: 	Date: <u>10/5/21</u>
Human Resources Director: _____	Date: _____
Town Administrator: _____	Date: _____

## 14. Approvals:

Date on BOS Agenda: _____	Date Approved: _____
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## 15. Notes:



# Town of Brookline

## Massachusetts

### Authorization To Hire Request Form

1. Position **TITLE:** Project Manager Grade: T-10

2. Department: Building Department Division: Construction/Renovation

3. Position Control #: 250000004 Prior Incumbent: Raymond Masak

a. Reason for Leaving: Retirement

4. Budgetary Information:

Department Code: 2500 Budget Code: 25003430 510101/25002560 510101 % 33+67=100

☐ Grant Funded-Name of Grant: \_\_\_\_\_ ☐ Revolving Fund ☐ Enterprise Fund

6. Employment Type:

☒ Full-Time: # of hours/week: 37.5 ☐ Part-Time: # of hours/week: \_\_\_\_\_

☐ Permanent ☐ Temporary: expected end date (required) \_\_\_\_/\_\_\_\_/\_\_\_\_

7. Method of Fill:

☐ Promotion – To be Posted Internally from: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

☒ New Hire ☐ Transfer – Please explain: \_\_\_\_\_

8. List the top three essential functions of this position:

1. Performs all project management associated with the design, bidding & const. of the CIP

2. Serves as the staff liaison for the Bldg Commission - materials, budget, scope & change order

3. Reviews and coordinates design work for projects - w/design team, using agency, etc.

9. I have considered the following alternatives to filling this position:

Using outside resources to fill the position. Seek staff from Owners Proj Manager.

10. The alternatives are less desirable than new hire action for the following reasons:-continued on reverse side-

The cost would be 3 to 4 times more than current salary - need individual to be vested in Brooklines

needs.

Project Manager

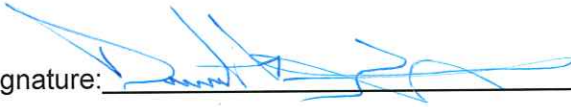
Authorization To Hire Request Form

## 11. Suggested sources for specialized recruitment advertising: (other than local papers)

Human Resources will work closely with the department to post the position widely with recruiting websites and multiple targeted affinity group job boards, professional groups and diversity recruiting sites.

## 12. Please attach the current position description.

## 13. Signatures:

Department Head Signature:  Date: 10-7-21

Human Resources Director: Ane H Braga Date: 10/7/21

Town Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

## 14. Approvals:

Date on BOS Agenda: \_\_\_\_\_ Date Approved: \_\_\_\_\_

## 15. Notes:



**PROJECT MANAGER**

Grade T-10

**Position Purpose:**

The purpose of this position is to perform professional and administrative work in overseeing the construction/renovation of town buildings within the Town's Capital Improvement Program; all other related work as required.

**Supervision:**

*Supervision Scope:* Performs varied and highly responsible work requiring the exercise of a high level of independent judgment and initiative in coordinating and overseeing all department projects.

*Supervision Received:* Work is performed under the administrative direction of the Senior Project Manager. Resolves procedural problems independently, requesting assistance with unusual situations which do not have clear precedents.

**Job Environment:**

Administrative work is performed under typical office conditions. Site work is performed indoors and outdoors at locations throughout the Town, with exposure to fumes, dust and other airborne particles, and the hazards associated with working in a construction site. Work environment is moderately noisy and at times very loud.

Operates an automobile, computer, printer, facsimile machine, copier, calculator, typewriter, and other standard office equipment.

Makes frequent contacts with contractors, vendors, architects, engineers, governmental agencies, unions, and other town departments/boards/commissions. Contacts are in person, in writing, and by telephone and consist mainly of an information exchange dialogue.

Has access to department-related confidential information including litigation the town is involved in.

Errors in judgment could result in delay or loss of services, damage to buildings/equipment, and have financial and/or legal repercussions.

**Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

On behalf of the Building Commission, performs all project management associated with the design and construction of Capital Improvement Program construction and/or renovation projects. Prepares and monitors schedules and budgets. Manages all

*Town of Brookline, MA  
Project Manager*

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## 6.C.

construction including oversight of contractors, vendors, and design professionals. Ensures that the Town's best interests are represented.

Serves as the staff liaison for the Building Commission. Prepares and distributes materials for meetings. Prepares monthly status reports to the Commission; attends all meetings. Reviews and recommends to the Commission changes or action requiring their approval. Serves as the Town's representative and primary contact person for CIP projects, issues, and concerns.

Works closely with user agencies to ensure that the construction/renovation program (as defined by the user) is implemented to the maximum extent feasible. Resolves group and public issues and concerns. Works towards compromise of competing agendas and interests.

Reviews and coordinates design work for projects. In cooperation with other town organizations, ensures that necessary professional services are obtained; negotiates contracts.

Coordinates bid services for capital projects including evaluating bids and making recommendations.

Recommends the budget, scope, and change orders to the Building Commission.

Prepares and monitors budgets and schedules. Monitors contractor performance relating to schedule and budget. Reviews and recommends contractor/designer payment requests.

Assists in the preparation of the Capital Improvement Program.

Performs similar or related work as required, directed or as situation dictates.

### **Recommended Minimum Qualifications:**

#### **Education, Training and Experience:**

Bachelor's degree in engineering and a minimum of five years of experience in design and construction management/administration or related field; supervisory experience highly desirable; or any equivalent combination of education and experience.

#### **Special Requirements:**

A valid motor vehicle operator's license.

#### **Knowledge, Ability and Skill:**

**Knowledge:** Thorough working knowledge of the building process and procedures. Knowledge of all applicable building codes, A.D.A., and A.A.B.

*Town of Brookline, MA  
Project Manager*

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*Ability:* Excellent customer services skills. Very good computer skills. Ability to enforce all rules and regulations fairly and impartially. Ability to deal with a wide variety of groups and organizations tactfully and effectively and maintain positive public relations. Able to communicate effectively and efficiently, verbally and in writing at all times. Ability to work effectively under time constraints to meet deadlines. .

*Skill:* Skill in all of the above listed tools and equipment.

Physical Requirements:

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.* Regularly required to walk, stand, sit, talk, and hear; operate objects, tools, or controls; pick up paper, files, and other common office objects. Lifts/moves objects weighing up to 30 pounds. Must be able to access all areas of buildings, structures, and construction sites, often traversing uneven terrain, climbing stairs, and climbing ladders. Communicates verbally and in writing. Vision and hearing at or correctable to normal ranges.

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*





# Town of Brookline

## Massachusetts

### Authorization To Hire Request Form

1. Position **TITLE:** Library Assistant II Grade: \_\_\_\_\_

2. Department: Library Division: Circulation

3. Position Control #: \_\_\_\_\_ Prior Incumbent: Bryan Kreusch

a. Reason for Leaving: promotion

4. Budgetary Information:

Department Code: 61 Budget Code: \_\_\_\_\_ % \_\_\_\_\_

☐ Grant Funded-Name of Grant: \_\_\_\_\_ ☐ Revolving Fund ☐ Enterprise Fund

6. Employment Type:

☐ Full-Time: # of hours/week: 37 ☐ Part-Time: # of hours/week: \_\_\_\_\_

☐ Permanent ☐ Temporary: expected end date (required) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

7. Method of Fill:

☐ Promotion – To be Posted Internally from: Oct 13, 2021 / \_\_\_\_\_ to Oct 23, 2021 / \_\_\_\_\_

☐ New Hire ☐ Transfer – Please explain: \_\_\_\_\_

8. List the top three essential functions of this position:

1. Serve patrons

2. Book drop, holds, damaged items

3. \_\_\_\_\_

9. I have considered the following alternatives to filling this position:

essential

10. The alternatives are less desirable than new hire action for the following reasons:-continued on reverse side-

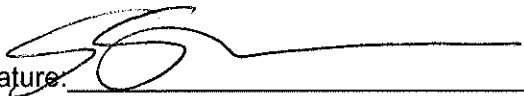
Authorization To Hire Request Form

## 11. Suggested sources for specialized recruitment advertising: (other than local papers)

Human Resources will work closely with the department to post the position widely with recruiting websites and multiple targeted affinity group job boards, professional groups and diversity recruiting sites. MBLC, Simmons, INALJ

## 12. Please attach the current position description.

## 13. Signatures:

Department Head Signature: 	Date: <u>10/7/21</u>
Human Resources Director: <u>Ane H Braga</u>	Date: <u>10/7/21</u>
Town Administrator: _____	Date: _____

## 14. Approvals:

Date on BOS Agenda: _____	Date Approved: _____
---------------------------	----------------------

## 15. Notes:

## LIBRARY ASSISTANT II (CIRCULATION)

### Definition

Administrative and direct service work relating to circulation and provision of library services; all other related work, as required.

### Supervision

Works under the general supervision of the Circulation Supervisor or Branch Supervisor. General and specific assignments are given by the supervisor.

Performs routine to responsible library duties according to prescribed procedures; some duties require independent judgment and initiative; unusual or difficult situations are referred to the supervisor.

### Work Environment

Work is performed under typical library conditions; the workload may be subject to seasonal, and other, fluctuations; the work environment is moderately quiet. Regular schedule requires evening and weekend hours.

The employee operates standard office and library equipment, including book trucks, bins, lasers and magnetic sensitizing machines.

Circulation duties require constant interaction with library patrons and other organizations, in person, as well as by telephone.

The employee has access to confidential patron records.

Most errors could result in delay or loss of service and monetary loss, and reflect negatively on the image of the public library.

### Essential Duties and Responsibilities

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Performs circulation duties; checks materials in and out; registers new borrowers; processes new materials; withdraws obsolete materials; shelves and repairs materials; processes reserve and overdue notices; processes book drop and route-in materials to ensure timely services; maintains records of activities.

Provides readers' advisory, and in the branch library may provide reference services and information services to library patrons, in person and on the telephone. Answers questions regarding the library's collection, policies and procedures; provides assistance to the public in using on-line catalogs and Internet access.

May oversee and instruct work-study students, volunteers and part-time staff.

Performs a variety of administrative and support assignments.

*Revised 2000*

*Brookline, Massachusetts  
Library Assistant II (Circulation)*

*1*

## 6.D.

Additional assignments may include public relations work, planning and scheduling special events, providing specialized services or instructions to patrons, or working with special collections.

Performs similar or related work as required, or as situation dictates.

### **Recommended Minimum Qualifications**

#### **Education and Experience**

High school diploma; one to two years of experience; experience working with the public preferred; or an equivalent combination of education and experience.

#### **Knowledge, Ability and Skill**

Knowledge of library policies and procedures, including automated circulation systems and information technology.

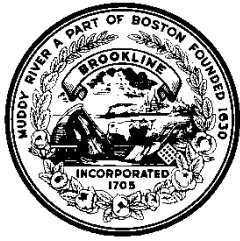
Ability to interact tactfully and appropriately with library patrons. Ability to work with detail and handle multiple tasks simultaneously. Ability to learn computer operations and related library databases. Ability to operate library equipment.

Good customer service skills and good oral and written communication skills in English.  
**Demonstrated** computer skills.

### **Physical Requirements**

Moderate physical effort is required to perform duties under typical office and library conditions. The employee, with or without reasonable accommodations, is frequently required to move throughout the library, to retrieve and replace books and materials on floor-to-ceiling stacks and shelves, to operate book carts and other equipment, to lift and/or move materials, books, supplies, and equipment weighing up to 50 pounds, to read labels, documents, and computer monitors, and to communicate in writing and orally with library patrons and co-workers.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*



**TOWN OF BROOKLINE**  
*Massachusetts*  
**DEPARTMENT OF PUBLIC WORKS**

*Erin Chute Gallentine*  
 Commissioner  
*Robert King, P.E.*  
 Director

## **INTEROFFICE MEMORANDUM**

To: Select Board of Brookline

From: Erin Chute Gallentine, Commissioner of Public Works  
 Todd M. Kirrane, Transportation Administrator

Date: October 7, 2021

Re: Execution of Addendum to the Memorandum of Understanding for  
 MBTA Youth Pass Program

Cc: Melvin Kleckner, Town Administrator  
 Robert King, P.E. Director of Engineering & Transportation

In February 2019 the Select Board unanimously approved a Memorandum of Understanding with the Massachusetts Bay Transportation Authority to allow the Town to participate in the MBTA Youth Pass program and distribute Youth Passes to qualified residents through the Transportation Division office in Town Hall. As a reminder, similar to the Student Pass Program, the Youth Pass Charlie Card Program offers reduced fares to those who

- Live within a participating city of town,  
AND
- Are between the ages of 12 to 18 and not enrolled in middle or high school OR
- Are between 18 – 25 and enrolled in an accepted GED, job training, or state or federal benefit program

The passes are valid from the time they are received to November 1st annually. In 2019, the Town enrolled 44 participants and in 2020, the Town had enrolled 27 participants – a reduction we believe due to the COVID pandemic.

## 6.E.

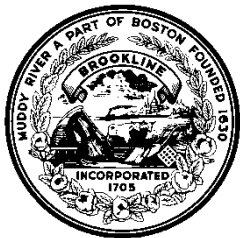
Originally, in order for a municipality to participate, they had to enter into a Memorandum of Understanding annually with the MBTA and agree to administer the program by accepting the applications, confirming the applicant's eligibility, and issuing the special Youth Pass Charlie Cards. All materials were provided by the MBTA at no cost to the Town. In 2020, the revised MOU allowed a municipality to remain enrolled in the program, without the need to renew annually, until either the MBTA or the Town withdrew from the program. This revised MOU was approved by the Board in March 2020.

Attached for your approval is Addendum # 1 that outlines the new procedures associated with the Reduced Fares System (RFS) that the MBTA is launching. These new procedure is more user friendly and allows applicants to submit their application via an online portal and have the card mailed to them by the MBTA or picked up in person from the Transportation Division office at Town Hall OR submit a paper application and pick up a card in person at Town Hall. Previously all applicants had to appear in person at Town Hall in order to receive the discounted pass. Our MOU requires that the Board vote to accept these procedural changes.

Upon approval of the Addendum to the MOU by the Board, the Transportation Division will once again reach out to our community partners including Brookline Housing, the office of Diversity, Inclusion & Community Relations, and the Brookline Mental Health Center to ask that they advertise to the passes to their constituencies as well as advertise on the Soofa signs and at other community events.

### Attachments:

- Executed MBTA Memorandum of Understanding March 2020
- Addendum # 1



**TOWN OF BROOKLINE**  
*Massachusetts*  
**DEPARTMENT OF PUBLIC WORKS**

*Erin Chute Gallentine*  
 Commissioner

## Memorandum

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To: Members of the Select Board  
 From: Erin Chute Gallentine - Commissioner of Public Works  
 Date: October 7, 2021  
 Re: Larz Anderson Lagoon Structures Professional Technical Services Extra Work Order  
 Cc: Robert King, PE - Director of Engineering and Transportation  
 Alexandra Vecchio, Director of Parks and Open Space  
 Scott W. Landgren, RLA – Senior Landscape Architect Parks and Open Space Division  
 Dan O'Donnell, Project Engineer

For your meeting on October 12, 2021, I respectfully submit for your approval, a request to increase the contract amount with our design consultant, KMDG for the Larz Anderson Lagoon Structures project, in the total amount of **\$19,887.17**. This amount is for costs associated with necessary geotechnical consulting due to unforeseen soil conditions.

The work completed under this contract is in line with the Town's Parks and Open Space Capital Improvement Plan and overall Master Plan for the park, and addresses areas of the park that have been identified for renovation. In particular, this Extra Work Order includes:

- Professional Geotechnical Consulting services to support the design team and Town in determining alternative design options to support the footbridge, causeway and Tempietto within the lagoon area. Our consultant KMDG, obtained the services of GEI Consulting Engineers and Scientists of Woburn, MA to devise a solution to support these structures given unforeseen subsurface conditions. This work entailed working with the contractor to design a solution that could be implemented for permanent support of the structures, and be accomplished within the timeframe of the overall project, under construction.

The Department of Public Works respectfully recommends the Select Board award and execute this extra work order in the amount of **\$19,887.17** with Klopfer Martin Design Group (KMDG), 69 Canal Street, 2<sup>nd</sup> floor, Boston, MA 02114. Funding for this contract is through the Parks and Open Space Department's Larz Anderson Park CIP Budget.

Thank you for your time and consideration in regards to this project.

## 6.F.

TOWN OF BROOKLINE

PARKS AND OPEN SPACE DIVISION

CONTRACT AMENDMENT

Number 1

I, \_\_\_\_\_, duly authorized representative of Klopfer Martin Design Group (KMDG), Consultant, agree to perform all labor and supply such materials as may be necessary to perform additional work under the contract for the Landscape Architectural and Structural Engineering Services for the Renovation and Reconstruction of the Larz Anderson Park Tempietto, Causeway and Bridge.

I further agree that the amount or amounts paid to Klopfer Martin Design Group, for performing the additional work shall be as follows:

Professional Geotechnical Services	\$19,887.17
------------------------------------	-------------

<b>Total Cost:</b>	<b>\$19,887.17</b>
--------------------	--------------------

The work is in connection with the contract between Klopfer Martin Design Group, and the Town of Brookline, Massachusetts, for Landscape Architectural and Structural Engineering Services for the Renovation and Reconstruction of the Larz Anderson Park Tempietto, Causeway and Bridge dated July 27, 2018.

Approved:

Klopfer Martin Design Group  
(Consultant)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Representative

Approved:

*Erin Gallentine*

\_\_\_\_\_  
Commissioner of Public Works

\_\_\_\_\_  
Town Administrator



## Town Of Brookline

## Contract Coding Approval Form

Department: Public Works Prepared by: Erin Gallentine  
 Contract # and Name: Larz Anderson Lagoon Structures – Professional/Technical

PO #21100112

Vendor # and Name: Klopfer Martin Design Group

Amount of Contract: \$19,887.17

Purpose of Contract:

<p><b>Description: Professional/Technical Services for Engineering and Construction Oversight to support replacement of the existing tempietto (Temple of Love), causeway (bridge through the center of the lagoon), pedestrian footbridge, repairs to the drainage weir, historic water feature and miscellaneous asphalt and concrete work within the project limits.</b></p>
---

Coding:

Org #	Org Name *	Acct #	Acct Name	Amount
4914K070	DPW CIP	6P0031		\$19,887.17

\* For "K" or "C" accounts, please call it "CIP", preceded by your Dept (e.g., 4909K001 would be "DPW CIP").

Department Head: Erin Gallentine Date 10/7/21

**Comptroller and Purchasing Approvals**

Funds Available/Codes Correct \_\_\_\_\_  
 Comptroller \_\_\_\_\_ Date Approved by Comptroller \_\_\_\_\_

Complies with Appropriate Procurement Law \_\_\_\_\_  
 (MGL ch 149, ch 30 30 30M, or ch 30B) Purchasing \_\_\_\_\_ Date Approved by Purchasing \_\_\_\_\_



# STATE AID REIMBURSABLE PROGRAMS – REIMBURSEMENT REQUEST

Updated 12/2017

City/Town: BROOKLINE Project RECONSTRUCTION OF CLINTON ROAD PW  
Name: \_\_\_\_\_

Contract # 50750 PW 20-15

Program Type: Chapter 90 ☒ Muni Bridge ☐ Complete Streets ☐ Other ☐

Project request was approved on 4/15/2020 For \$ 1,440,000.00

at 100% Reimbursement Rate = \$ 1,440,000.00

- 1) Attached are forms which document payment of approved expenditures totaling \$ 1,195,251.66  
for which we are requesting \$ 1,195,251.66 at the approved reimbursement rate of 100%.
- 2) The amount expended to date on this project is \$ 1,195,251.66 Including this payment.
- 3) Is this request for a FINAL payment on this project? ☐ Yes ☒ No  
If yes: Include a "Final Report"
- 4) Remarks:

Percentage of work completed as of today 99%

## CERTIFICATION

- A. I hereby certify under penalties of perjury that the charges for labor, materials, equipment, and services itemized and summarized on the attached forms are true and correct, and were incurred on this project in conformance with the MassDOT Highway Division Policies and established Municipal Standards that were approved for this project.

Robert Kopala  
(Signed)

Civil Engineer  
(Municipal Highway Official Title)

Oct 1, 2021  
(Date)

- B. I/we certify under penalties of perjury that the items as listed or summarized on the attached forms were examined; that they are in conformity with our existing wage schedule, equipment rates, and all applicable statutes and regulations; that they are properly chargeable to the appropriation(s) designated for this work; and that Executive Order No. 195, dated April 27, 1981 and Chapter 11, Section 12 is acknowledged as applicable.

## REVIEWED AND APPROVED FOR TRANSMITTAL

by m d Signed: \_\_\_\_\_

Coytaller  
(Accounting Officer's Title)

DATE 10-1-21

(Duly Authorized)




**TOWN OF BROOKLINE**  
*Massachusetts*  
**DEPARTMENT OF PUBLIC WORKS**

*Erin Chute Gallentine*  
Commissioner

**INTEROFFICE MEMORANDUM**

---

To: Select Board of Brookline

From: Erin Chute Gallentine, Commissioner of Public Works 

Date: September 27, 2021

Re: PW / 20-21 Reconstruction of Clinton Road  
Chapter 90 Final Report and Reimbursement Request

Cc: Robert King, PE, Director of Engineering and Transportation

Enclosed for your review and signatures is a MassDOT Chapter 90 Reimbursement Request in the amount of \$1,195,251.66. This reimbursement request will be mailed to the District 6 Highway Director, Massachusetts Department of Transportation / Highway Division. Also, attached for your review, is Form HED 454, a material list for this reimbursement request.

Chapter 90 entitles cities and towns to receive reimbursements on approved projects. It is a 100% reimbursable program. Chapter 90 funds are eligible for capital improvement such as highway/roadway construction, preservation and improvement projects. These projects create or extend the life of capital facilities.

This reimbursement request is for PW/20-21, Reconstruction of Clinton Road.

Attachments:

Chapter 90 Reimbursement Request  
Chapter 90 Material HED 454 Form



## STATE AID REIMBURSABLE PROGRAMS - MATERIALS - HED 454 FORM

Updated 12/2017

City/Town of: BrooklinePROJECT NAME: CLINTON ROAD RECONSTRUCTION PW 20-21

PROGRAM TYPE: Chapter 90 X    Muni Bridge    Complete Streets    Other

MATERIALS for period beginning June 2020 and ending June 2021  
 both inclusive, on account of Contract No. 50750 with MassDOT Highway Division,

VENDOR NAME	ITEM #	QTY.	UNIT	UNIT PRICE	AMOUNTS	CHECK #	REMARKS
				\$	\$		
TASCO CONSTRUCTION	EST 1 PW2021			\$103,623.44	\$103,623.44	1394250	3-Nov-20
TASCO CONSTRUCTION	EST 2 PW2021			\$685,905.22	\$685,905.22	1395442	21-Dec-20
TASCO CONSTRUCTION	EST 3 PW2021			\$355,083.00	\$355,083.00	1401440	24-Jun-21
Traffic Details	62001048			\$1,600.00	\$1,600.00	1392610	23-Aug-20
Traffic Details	62001113			\$1,700.00	\$1,700.00	1393070	30-Aug-20
Traffic Details	62001076			\$800.00	\$800.00	1393070	12-Jul-20
Traffic Details	62001147			\$2,000.00	\$2,000.00	1393410	13-Sep-20
Traffic Details	62001189			\$1,700.00	\$1,700.00	1393410	20-Sep-20
Traffic Details	62001229			\$1,600.00	\$1,600.00	1393410	27-Sep-20
Traffic Details	62001272			\$1,600.00	\$1,600.00	1393815	4-Oct-20
Traffic Details	62001313			\$800.00	\$800.00	1394107	11-Oct-20
Traffic Details	62001345			\$2,600.00	\$2,600.00	1394107	18-Oct-20
Traffic Details	62001388			\$3,200.00	\$3,200.00	1394495	25-Oct-20
Traffic Details	62001431			\$3,200.00	\$3,200.00	1394495	1-Nov-20
Traffic Details	62001588			\$1,900.00	\$1,900.00	1395268	29-Nov-20
Traffic Details	62001470			\$3,200.00	\$3,200.00	1394872	2-Dec-20
Traffic Details	62001513			\$3,700.00	\$3,700.00	1394872	2-Dec-20
Traffic Details	62001554			\$4,400.00	\$4,400.00	1394872	2-Dec-20
Traffic Details	62001625			\$400.00	\$400.00	1395994	13-Jan-21
Traffic Details	62001696			\$400.00	\$400.00	1395994	13-Jan-21
Traffic Details	62100574			\$4,150.00	\$4,150.00	1400176	9-May-21
Traffic Details	62100539			\$5,890.00	\$5,890.00	1400176	2-May-21
Traffic Details	62100613			\$1,600.00	\$1,600.00	1400176	16-May-21
Traffic Details	62100696			\$400.00	\$400.00	1400711	23-Jun-21
Traffic Details	62100652			\$2,200.00	\$2,200.00	1400711	23-Jun-21
Traffic Details	62100812			\$1,600.00	\$1,600.00	1401688	20-Jun-21
<b>TOTAL</b>					\$1,195,251.66		

"To the best of my knowledge the purchases of materials or services appearing on this sheet are not in conflict with Chapter 779 of the Acts of 1962.  
 Signed under the penalty of perjury."

Supervisor / Foreman

Date

Town Accounting Approval

Date



**TOWN of BROOKLINE**  
*Massachusetts*  
**BUILDING DEPARTMENT**

Daniel F. Bennett  
Building Commissioner

To: Select Board

From: Anthony Guigli, Project Administrator

Date: 7 October 2021

Re: Michael Driscoll School  
Gilbane Building Company  
Change Order #4 - \$4,700,307.00

The proposed change order #4 to the contract between the TOB and Gilbane Building Company in the amount of \$4,700,307.00 is for the Driscoll School Project. It is for the addition of a geothermal system, anticipating approval of same by Town Meeting tonight. The time for completion of phase 2 of the project is extended by fifty (50) days.

Please note that this change is for approval prior to the appeal period of Town Meeting. This unusual step is taken so as to avoid further impact to the project cost or schedule.

It will be presented to the Building Commission and School Committee for approval at their meetings on Tuesday of next week.

Please call or email with questions.

Thank you for the consideration of the above.

Cc: D. Bennett

**Gilbane Building Company  
Authorization To Proceed**

**CONTRACT FOR:** Brookline - Driscoll School  
**OWNER:** Town of Brookline  
**ADDRESS:** 333 Washington Street  
Brookline , MA, 02445

**PROJECT NUMBER:** J08864.000  
**ATP NO:** ATP-0012  
**ATP VERSION:** 0  
**DATE OF ISSUANCE:** 10/05/2021  
**SUBMITTED BY:** Gilbane Building Company

**ARCHITECT:** Jonathan Levi Architects LLC, Mark Warner

**ALTERNATE  
TRACKING #:**

The Contract Documents are hereby amended to include the additional Work described below, which is outside of the current scope of the Work and constitutes a change.

**Upon Owner approval,** Gilbane Building Company **will proceed with the Work promptly.**

Costs as incurred are in addition to the current contract Sum and will be invoiced and paid on a monthly basis and identified as separate items within the requisition. Once final cost of the Work involved and change in Sum and Time (if any) are fully determined, it will be submitted for inclusion in a final Change Order adjusting the Contract Sum and/or Time.

**TITLE:** Add GEOTHERMAL Wells

**DESCRIPTION:** This ATP represents cost to add 49 wells at 900', includes erosion control, dewatering (containment up to 100gpm), excavation, backfill, piping, glycol, rygan piping, testing, grouting. Includes Temporary Adiabatic cooler installed at ground level, glycol inside the building. Underground piping as shown per M001. Adding this scope of work will add months to the schedule. New Substantial completion date for Phase 2 is July 8, 2024.

**Attachments:**

Number	Description:	PCI Number	Change Date	Revision

The Following information is provided by Gilbane Building Company  
**Method of determining change in Contract:**

☐ Guaranteed Maximum Price ☐ Cost Plus Fee ☐ Unit Price ☐ Lump Sum  
☐ Other

**Change In Contract Sum**  
Dollar Amount: \$4,700,307.00

☐ Fixed ☐ Maximum ☐ Estimated ☐ Time and Material

**Change In Contract Time**  
Time (Days): 50

☐ Fixed ☐ Maximum ☐ Estimated

Job	PCI No.	Description	Phase Code	SubContractor	Amount	Accept?
J08864.000	OS-00014	Plumbing	01.22A.220000.TC	Patrick J Kennedy & Sons Inc	\$63,000.00	<input type="radio"/> Yes <input type="radio"/> No

Job	PCI No.	Description	Phase Code	SubContractor	Amount	Accept?
J08864.000	OS-00014	HVAC	01.23A.230000.TC	Patrick J Kennedy & Sons Inc	\$440,000.00	<input type="radio"/> Yes <input type="radio"/> No
J08864.000	OS-00014	Electrical	01.26A.110000.X	Wayne J. Griffin Electric, Inc.	-\$8,000.00	<input type="radio"/> Yes <input type="radio"/> No
J08864.000	OS-00014	Sitework	01.31A.311000.X	J. Derenzo Company	\$3,740,800.00	<input type="radio"/> Yes <input type="radio"/> No
J08864.000	OS-00014	General Superintendent	90.920.912000.Z		\$27,000.00	<input type="radio"/> Yes <input type="radio"/> No
J08864.000	OS-00014	Superintendent-Seifirth	90.920.912001.Z		\$23,000.00	<input type="radio"/> Yes <input type="radio"/> No
J08864.000	OS-00014	Gen & Excess Liability Insurance	99.970.950050.Z		\$119,809.00	<input type="radio"/> Yes <input type="radio"/> No
J08864.000	OS-00014	Performance & Payment Bond	99.970.997000.Z		\$25,984.00	<input type="radio"/> Yes <input type="radio"/> No
J08864.000	OS-00014	Subcontractor Default Insurance	99.975.996000.Z		\$44,890.00	<input type="radio"/> Yes <input type="radio"/> No
J08864.000	OS-00014	Fee	99.999.999000.Z		\$223,824.00	<input type="radio"/> Yes <input type="radio"/> No
TOTAL FOR PCI No. OS-00014					\$4,700,307.00	

**Submitted Amt:** \$4,700,307.00

# 6.H.

Gilbane Building Company

<b>Gilbane Building Company</b>
<b>Signed: 10/5/2021 4:52:11 PM Eastern Standard Time - By:</b> <b>Michael O'Brien (Business Unit Leader )</b>
<b>Gilbane Building Company: 10.129.22.138</b>

Jonathan Levi Architects LLC

<b>By:</b> <u>Carol Harris</u>
<b>Title:</b> <u>Project Manager</u>
<b>Company:</b> <u>Jonathan Levi Architects</u>
<b>Date:</b> <u>10/6/21</u>
<b>Printed Name:</b> <u>Carol Harris</u>

LEFTFIELD, LLC

<b>By:</b> <u>Lynn Stapleton</u>
<b>Title:</b> <u>OPM</u>
<b>Company:</b> <u>LeftField Project Management</u>
<b>Date:</b> <u>October 6, 2021</u>
<b>Printed Name:</b> <u>Lynn Stapleton</u>

Town of Brookline

<b>By:</b> _____
<b>Title:</b> _____
<b>Company:</b> _____
<b>Date:</b> _____
<b>Printed Name:</b> _____



# 6.H.

GEO THERMAL WELLS								
Michael Driscoll School								
Line Name	Employee Name	Start	End	Total Days	Hrs/Week	Total Hours	Cost Rate/Hr	Total Cost
Superintendent	Derek Ullman	6/30/2024	8/19/2024	50.00	40.00	285.71	91.43	\$ 26,121.43
Superintendent	Lucas Seiferth	5/31/2024	7/20/2024	50.00	40.00	285.71	83.86	\$ 23,959.03
							<b>TOTAL:</b>	<b>\$ 50,080.46</b>

Date: 10/5/2021  
Revised:

Project Name: Michael Driscoll School  
Project No: J08864.000

### Change Summary

Change Number: OS-00014

Description: GEOTHERMAL WELLS

Bid Package / Scope of Work	Subcontractor	Cost
02A Abatement / Demolition	American	\$0.00
03A Concrete	Marguerite Concrete	\$0.00
05A Structural Steel	Supermetal	\$0.00
06A Millwork	Polybois	\$0.00
07D Metal Panels	Salem Glass	\$0.00
08B Doors, Frames, and Hardware	Kamco/Oconnor	\$0.00
08C Special Doors	Frommelt	\$0.00
09A Drywall & General Trades	Central Ceilings	\$0.00
09E Wood Flooring	Keifer Northeast	\$0.00
09F Epoxy Flooring	Stonhard	\$0.00
09G Carpeting	Pavilion	\$0.00
10A Specialties		
10B Signage		\$0.00
11A Food Service Equipment	Kitteridge	\$0.00
11B Gym Equipment and Bleachers	Robert H. Lord Company	\$0.00
11D Theater Equipment	Barbazon	\$0.00
12A Window Treatment	Walker Specialties	
31A Site Enabling	J. Derenzo Co.	\$3,740,800.00
32A Landscaping		\$0.00
Subguard Insurance (CDI)	1.20%	\$44,890.00
<b>Subcontractor Total</b>		<b>\$3,785,690.00</b>

Bid Package / Scope of Work	Trade Contractor	Cost
04A Masonry	Lighthouse Masonry, Inc.	\$0.00
07A Foundation Waterproofing	P.J. Spillane Company Inc.	\$0.00
07B Waterproofing and Caulking	P.J. Spillane Company Inc.	\$0.00
07C Roofing and Flashing	Stanley roofing Company, Inc.	\$0.00
08A Metal Windows	Chandler Architectural Products,	\$0.00
08D Glass and Glazing	Kapiloff Glass	\$0.00
09B Tile	Joseph Cohn & Son	\$0.00
09C Acoustical Ceiling Tile	Central Ceilings	\$0.00
09D Resilient Flooring	CJM	\$0.00
09H Painting	Color Concepts	\$0.00
14A Elevator	Delta Beckwith Elevator Company	\$0.00
21A Fire Protection	Johnson Controls	\$0.00
22A Plumbing	PJ Kennedy	\$63,000.00
23A HVAC	PJ Kennedy	\$440,000.00
26A Electric	Wayne J. Griffin	(\$8,000.00)
Bond (included in above cost)		
<b>Trade Contractor Total</b>		<b>\$495,000.00</b>

Subcontractor/Trade Contractor Total	-	\$4,280,690.00
General Conditions		\$50,000.00
CM Bond	0.600%	\$25,984.00
Total CCIP (including mark-up on CCIP)	2.750%	\$119,809.00
Fee	5.00%	\$223,824.00
<b>TOTAL</b>		<b>\$4,700,307.00</b>



Patrick J. Kennedy &amp; Sons, Inc.

MECHANICAL CONTRACTORS

39 Gibson Street  
 Boston, MA 02122-1222  
 Ph : (617)265-5535

## PROPOSED CHANGE ORDER

Number: 1-R1

Date: 10/4/21

Phone:

Job: 2021-05 Driscoll School - HVAC

To: Colleen Shouldice  
 Gilbane Building Co  
 Driscoll School  
 10 Channel Center St, Suite 10  
 Boston, MA 02120

Description: Alternate 1 Scope

Additional costs to add Alternate #1 Scope.

We include the following changes in this proposal:

Remove Adiabatic Cooler and associated 10 Piping from Scope  
 Remove (2) Buffer Tanks from Scope  
 Add Filtration System to scope (PC-1)  
 Add 400 Ton Cooling Tower Rental & Associated Temp Piping (6 Mths Included)  
 Add 8 Underground & Above Ground Piping Indicated on Drawing (M001) 2/15/21 Drawing.  
 Includes Glycol Solution in all Above Ground Piping Systems per Equipment Schedule.

This is Not accepted  
 for use- Open cell too  
 close to plume,  
 odors.-See adjustment  
 below.

This proposal is valid until 10/12/21, after this date it will need to be re-evaluated due to material cost escalation.

Description	Quantity	Unit	Unit Price	Price
Lump Sum				\$396,000.00
			Subtotal:	\$396,000.00
			Total:	\$396,000.00
Add \$40,000 x 10% OHP = \$44,000 to provide Temporary Fluid Cooler at Ground Level in lieu of open cell cooling tower rental.				\$44,000
** The Fluid Cooler and associated piping in the orginial design at roof has been deleted from scope of work				\$440,000.00
If you have any questions, please contact me at 617-446-8000.				

Submitted by: Patrick Kennedy  
 Patrick J. Kennedy & Sons, Inc

Approved by: \_\_\_\_\_  
 Date: \_\_\_\_\_



Patrick J. Kennedy &amp; Sons, Inc.

MECHANICAL CONTRACTORS

39 Gibson Street

Boston, MA 02122-1222

Ph : (617)265-5535

**PROPOSED CHANGE ORDER****Number:** P-002**Date:** 9/28/21**Phone:****Job:** 2021-04 Driscoll School Plumbing

**To:** Colleen Shouldice  
 Gilbane Building Co  
 Driscoll School  
 10 Channel Center St, Suite 10  
 Boston, MA 02120

**Description:** Plumbing Alternate 1 Pricing

Source: Other # Alt1

Additional Plumbing Costs associated with Alternate #1 Plumbing Scope.

Notes:

-This proposal is valid until 10/12/21, after this date it will need to re-evaluated due to material cost escalation.

Description	Quantity	Unit	Unit Price	Price
Lump Sum	1.00	ls	\$63,000.00	\$63,000.00
			Subtotal:	\$63,000.00
			<b>Total:</b>	<b>\$63,000.00</b>

Please note that Patrick J. Kennedy & Sons, Inc. will require an extra 0 days.

If you have any questions, please contact me at 617-446-8000.

Submitted by: Raymond Hanley  
 Patrick J. Kennedy & Sons, Inc

Approved by: \_\_\_\_\_  
 Date: \_\_\_\_\_

Callahan, Lynda M.

**From:** Andrew Paul <apaul@WJGEL.com>  
**Sent:** Monday, August 9, 2021 2:16 PM  
**To:** Callahan, Lynda M.  
**Cc:** Ullman, Derek R.; Tom Donahue  
**Subject:** RE: 2732 MDS - GEO THERAML - Alternate #1

[EXTERNAL] Cannot take this credit-Generator in base bid has been released.

Generator Credit = \$95,000  
Material/Labor credit = \$8,000  
Most of the credit/savings in Alt #1 is the generator system.

AJ

**From:** Callahan, Lynda M. <LCallahan@gilbaneco.com>  
**Sent:** Monday, August 9, 2021 2:13 PM  
**To:** Andrew Paul <apaul@WJGEL.com>  
**Cc:** Ullman, Derek R. <DUllman@gilbaneco.com>; Tom Donahue <tdonahue@WJGEL.com>  
**Subject:** RE: 2732 MDS - GEO THERAML - Alternate #1

*Note: This email originated outside Wayne J. Griffin Electric. Use caution with replies, links and attachments. Please forward any suspicious looking email to [spamcatcher@wjgel.com](mailto:spamcatcher@wjgel.com).*

Can you provide the breakout on the generator? In otherwords if they decide to keep the larger Generator what does the alternate look like?

**From:** Andrew Paul <apaul@WJGEL.com>  
**Sent:** Monday, August 9, 2021 1:44 PM  
**To:** Callahan, Lynda M. <LCallahan@gilbaneco.com>  
**Cc:** Ullman, Derek R. <DUllman@gilbaneco.com>; Tom Donahue <tdonahue@WJGEL.com>  
**Subject:** 2732 MDS - GEO THERAML - Alternate #1

[EXTERNAL]

Good afternoon Lynda,

Please see the following Rough Order of Magnitude (ROM) for the Alternate #1 package regarding the Michael Driscoll School.

Alternat #1 (ROM) = -\$103,000.00 – Credit of one hundred and three thousand dollars.

This credit factors in the increased cost for the Generator units and Copper since last bid. With that said, material and equipment cost are fluctuating daily; therefore, this ROM is only valid through the end of the week, 8/13/2021 5:00pm Eastern time.

Please see the detailed outline below of what is included within the credit provided above.

*WJGEI is providing the following proposal for the scope outlined in the project changed referred below.*

*Per direction of Gilbane and the Town of Brookline WJGEI has been requested to revisit Alternate #1. Since there is no direct package for Alternate #1 WJGEI is performing the takeoff based on the notes provided by the team as well as drawing and spec sets dated 2/15/2021. WJGEI reserves our rights to capture costs or deductions related to Alternate #1 that are not clearly identified in the take-off description below.*

**Drawing E200:**

*Adds equipment BT-1 and RP-3, both units are fed from panel MP3 and are located in the mechanical room. All feeder characteristics were provided on Drawing E308.*

**Drawing E201A:**

*Adds Geothermal System "FCT-1", this is a temp unit that shall be used on the project and removed once its use is no longer needed. This unit is fed from "MSBG" at 480volts. Per the unit description on Drawing E307, this also calls for 120v receptacle and light at the unit. Also, the ADC-1 unit will need to be removed upon completion.*

**Drawing E301:**

*The Electrical Riser changes the size of the Stand-by generator and ATS-OS. The generator is now reduced from 900KW to 400KW and ATS-OS is reduced from 2,000amps to 1,600amps. ATS-LS remains the same.*

**Drawing E307:**

*Adds equipment "EBP-1A and EBP-1B" these items are shown on the equipment schedule drawing but are not located on the floor plan drawing E200A. WJGEI locating these units at the intersection of column AV / A17.*

*Removes equipment "EBP-3 & HRC-1".*

**Excludes:**

*This Cost Proposal does not include any cutting, patching, painting, ceiling tile replacement, floor protection, controls, equipment other than what is specified above, overtime, acceleration, permit.*

Thank you,

AJ Paul

Project Manager

Wayne J. Griffin Electric, Inc.  
Office: (508)306-5408  
Cell: (774)217-3272  
Email: [apaul@wjgei.com](mailto:apaul@wjgei.com)

---

**From:** Callahan, Lynda M. <[LCallahan@Gilbaneco.com](mailto:LCallahan@Gilbaneco.com)>  
**Sent:** Monday, August 9, 2021 8:47 AM  
**To:** Andrew Paul <[apaul@WJGEI.com](mailto:apaul@WJGEI.com)>  
**Cc:** Ullman, Derek R. <[DUllman@GilbaneCo.com](mailto:DUllman@GilbaneCo.com)>  
**Subject:** RE: MDS - GEO THERAML - Alternate #1  
**Importance:** High

**Note:** *This email originated outside Wayne J. Griffin Electric. Use caution with replies, links and attachments. Please forward any suspicious looking email to [spamcatcher@wjgei.com](mailto:spamcatcher@wjgei.com).*

Hello AJ  
I know you spoke to Derek about breaking out the Generator portion of this request so that the owner could evaluate it separately, just wanted to follow up on Overall pricing of this Request? Please let me know.  
Thanks  
Lynda

6.H.

---

**From:** Andrew Paul <[apaul@WJGEI.com](mailto:apaul@WJGEI.com)>  
**Sent:** Thursday, August 5, 2021 7:47 AM  
**To:** Callahan, Lynda M. <[LCallahan@Gilbaneco.com](mailto:LCallahan@Gilbaneco.com)>  
**Cc:** Ullman, Derek R. <[DUllman@GilbaneCo.com](mailto:DUllman@GilbaneCo.com)>  
**Subject:** RE: MDS - GEO THERAML - Alternate #1

[EXTERNAL]

Good morning Lynda,

I am currently working on pricing this Alternate.

AS I am sure you are aware this is a very involved Alternate that changes Switchgear and Generator sizes as well as adding and removing equipment.

I am working with our vendors to get quotes for these changes. With that I will try my best to get something out the door Friday end of day but most likely this will be Monday. With a 3-4 day turn around this request is difficult, but WJGEI is here to do our very best for the Gilbane Team and the client.



338 HOWARD ST. | BROCKTON, MA | 02302

August 10, 2021

Gilbane Building Company  
10 Channel Center St.  
Boston, MA 02210

Attn: Lynda Callahan, Sr. Project Manager  
Project: Michael Driscoll School – Brookline, MA  
Re: JDC PCO 002 – Furnish & Install Geothermal Well System

Lynda,

J. Derenzo Co. proposes to perform the scope detailed herein, based on the stated qualifications, inclusions, and exclusions, for a lump sum price of ~~\$3,583,000.00~~

A detailed breakdown of change in scope referenced in this cover sheet is enclosed.

**Qualifications:**

- Furnish & Install Geothermal Well System
  - o Per drawings GT1.1/1.2, dated 2/15/21
  - o Per specification section 332313 – HPGX Geothermal Well Field (Add Alternate), dated 2/15/21

**Inclusions:**

- Mobilization
- Excavation & Backfill (piping, vault, etc.)
- Furnish & Install drilled wells (49 ea – 905' wells, 6" diameter casing)
- Material containment up to 50 gpm ← 100gpm add
- Horizontal piping/supply vault/glycol/testing
- Rygan piping/grouting/testing

Added Cost  
Dewatering \$129,800  
Storage/Ins \$28,000 (26 months)

**Total**  
**\$3,740,800.00**

**Exclusions:**

- Premium time - Nights, weekends, holidays, etc.
- Furnish & Install geothermal vault
- Glycol in building
- Interior piping
- Electrical conduit, wiring, etc.

If you have any questions concerning this proposal, please do not hesitate to contact me using the information listed below.

Respectfully,  
J. DERENZO CO.

Ryan Little  
Project Manager  
508-649-9702  
[rlittle@jderenzo.com](mailto:rlittle@jderenzo.com)

UNIT PRICES: (do not include mark up)  
Cement for well if needs abandoning \$4,120 /ea  
add well \$31,500  
"6 casing /ft \$40.50 per ft



# Proposal

---

From:

Project:  
Description:DRISCOLL SCHOOL - PCO 002 - G  
ADDED COSTS FOR GEOTHERMA  
WELLS

ITEM / DESCRIPTION	BID QTY	U/M	UNIT BID	AMOUNT
001.1 F/I WELLS (500CY SPOILS)	1.000	LUMP SUM	3,384,104.20 *	\$3,384,104.20
002.1 E/B WELL PIPING (515CY SPOILS)	2,240.000	LINEAR FEE	71.25 *	\$159,607.00
002.2 E/B 2-8" SUPPLY & RETURN (105CY SPOILS)	230.000	LINEAR FEE	93.80 *	\$21,574.55
002.3 E/B WELL VAULT (30CY SPOILS)	1.000	EACH	17,974.55 *	\$17,974.55
<b>TOTAL BID:</b>				<b>\$3,583,260.30</b>

\* CAUTION!!! The total bid shown may not be correct because of rounding. To correct rounding, return to the bid sheet and physically type Bid Units for all items with an \* next to the Bid Unit value.

Signature: \_\_\_\_\_

\_\_\_\_\_

**PROJECT :**  
**DRISCOLL SCHOOL - PC**

**ITEM SHEET COSTS**  
**A S S H O W N**

**Date : 8/10/2021 11:02:00 A**

ITEM : 001.1  
DESCRIPTION : F/I WELLS (500CY SPOILS)

U/M : LUMP SUM  
BID QTY : 1.00  
TO QTY : 1.00  
TOTAL MHS : 400.00  
MHS / UNIT : 400.0000  
UNITS / MH : 0.0025

COST CODE :  
PRODUCTION : Days  
HRS/DAY : 8

Item Production

<u>ITEM#</u>	<u>DESCRIPTION</u>	<u>U/M</u>	<u>QTY</u>	<u>UNITS/DAY</u>	<u>DAYS REQD</u>
001.1	F/I WELLS (500CY SPOILS)	LUMP	1.00	0.05	20.00

Cost Detail for Item 001.1

<u>C CODE</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>U/M</u>	<u>FACTORS</u>	<u>RATE</u>	<u>COSTS</u>
S WRITEIN	WELL INSTALL	1.000	LS	1.000	2896628.000	2896628.00
S WRITEIN	ADD FOR PUMPING RATE	1.000	LS	1.000	65240.000	65240.00
-----						
E JDC- 94	STOCKPILE SPOILS (500CY)					
	Cat 950 loader w/OP	0.500		20.000	2334.360	23343.60
-----						
	BUILD & MAINTAIN RECHARGE PIT					
L JDC-LAB	LABORER	2.000		5.000	764.480	7644.80
E JDC-909	Cat 328 Excavator w/OP	1.000		5.000	3348.360	16741.80
M 9.99.1	4" TRAP ROCK	200.000	TONS	1.000	17.250	3450.00
-----						
	JDC SUPPORT FOR DRILLING SUB					
L JDC-LAB	LABORER	2.000		20.000	764.480	30579.20
-----						
S WRITEIN	SPOIL DISPOSAL	850.000	TON	1.000	47.000	39950.00
						-----
<b>Item Unit Cost : 3,083,577.40</b>					<b>Item Total Cost :</b>	<b>3,083,577.40</b>

	<u>Labor</u>	<u>Equipment</u>	<u>Rental Eq</u>	<u>Material</u>	<u>Subcontract</u>	<u>Other</u>
Total :	38,224.00	40,085.40	0.00	3,450.00	3,001,818.00	0.00
Unit :	38,224.00	40,085.40	0.00	3,450.00	3,001,818.00	0.00

Bid Data for Item: 001.1

	<u>Quantity</u>	<u>Bid Unit</u>	<u>Bid Amt.</u>	<u>Total Cost</u>	<u>Prof &amp; Ovhd</u>	<u>Windfall</u>
Bid Qty.	1.00	3,384,104.20 *	3,384,104.20	3,083,577.40	300,526.80	
Takeoff Qty.	1.00	3,384,104.20	3,384,104.20	3,083,577.40	300,526.80	0.00

## 6.H.

**PROJECT :  
DRISCOLL SCHOOL - PC**

**ITEM SHEET COSTS  
AS SHOWN**

**Date : 8/10/2021 11:02:00 A**

ITEM : 002.1  
DESCRIPTION : E/B WELL PIPING (515CY SPOILS)  
  
COST CODE :  
PRODUCTION : Days  
HRS/DAY : 8

U/M : LINEAR FEET  
BID QTY : 2240.00  
TO QTY : 2240.00  
TOTAL MHS : 360.00  
MHS / UNIT : 0.1607  
UNITS / MH : 6.2222

---

Item Production

<u>ITEM#</u>	<u>DESCRIPTION</u>	<u>U/M</u>	<u>QTY</u>	<u>UNITS/DAY</u>	<u>DAYS REQD</u>
002.1	E/B WELL PIPING (515CY SPOILS)	LINEAR	2240.00	149.33	15.00

---

Cost Detail for Item 002.1

<u>C CODE</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>U/M</u>	<u>FACTORS</u>	<u>RATE</u>	<u>COSTS</u>
L JDC-FOR	FOREMAN	1.000		15.000	831.360	12470.40
L JDC-LAB	LABORER	2.000		15.000	764.480	22934.40
E JDC-909	Cat 328 Excavator w/OP	1.000		15.000	3348.360	50225.40
E RENTAL2	10 WHEEL DUMP W/ TM	1.000		15.000	1611.040	24165.60
E TRENCH-1	TRENCH BOX 16` LONG	2.000		15.000	300.000	9000.00
E JDC- 94	Cat 950 loader w/OP	0.500		15.000	2334.360	17507.70

-----  
MATERIALS

M 9.98	MARKING TAPE	2240.000	LF	1.000	0.250	560.00
M 9.99.2.1	SAND BACKFILL	825.000	TON	1.000	25.000	20625.00

**Item Unit Cost : 70.31**

**Item Total Cost : 157,488.50**

	<u>Labor</u>	<u>Equipment</u>	<u>Rental Eq</u>	<u>Material</u>	<u>Subcontract</u>	<u>Other</u>
Total :	35,404.80	100,898.70	0.00	21,185.00	0.00	0.00
Unit :	15.81	45.04	0.00	9.46	0.00	0.00

---

Bid Data for Item: 002.1

	<u>Quantity</u>	<u>Bid Unit</u>	<u>Bid Amt.</u>	<u>Total Cost</u>	<u>Prof &amp; Ovhd</u>	<u>Windfall</u>
Bid Qty.	2,240.00	71.25 *	159,607.00	157,488.50	2,118.50	
Takeoff Qty.	2,240.00	71.25	159,607.00	157,488.50	2,118.50	0.00

## 6.H.

**PROJECT :**  
**DRISCOLL SCHOOL - PC**

**ITEM SHEET COSTS**  
**AS SHOWN**

**Date : 8/10/2021 11:02:00 A**

ITEM : 002.2  
DESCRIPTION : E/B 2-8" SUPPLY & RETURN (105CY SPOILS)  
  
COST CODE :  
PRODUCTION : Days  
HRS/DAY : 8

U/M : LINEAR FEET  
BID QTY : 230.00  
TO QTY : 230.00  
TOTAL MHS : 48.00  
MHS / UNIT : 0.2087  
UNITS / MH : 4.7917

---

Item Production

<u>ITEM#</u>	<u>DESCRIPTION</u>	<u>U/M</u>	<u>QTY</u>	<u>UNITS/DAY</u>	<u>DAYS REQD</u>
002.2	E/B 2-8" SUPPLY & RETURN (105CY SPOIL	LINEAR	230.00	115.00	2.00

---

Cost Detail for Item 002.2

<u>C CODE</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>U/M</u>	<u>FACTORS</u>	<u>RATE</u>	<u>COSTS</u>
L JDC-FOR	FOREMAN	1.000		2.000	831.360	1662.72
L JDC-LAB	LABORER	2.000		2.000	764.480	3057.92
E JDC-909	Cat 328 Excavator w/OP	1.000		2.000	3348.360	6696.72
E RENTAL2	10 WHEEL DUMP W/ TM	1.000		2.000	1611.040	3222.08
E JDC- 94	Cat 950 loader w/OP	0.500		2.000	2334.360	2334.36

-----  
MATERIALS

M 9.98	MARKING TAPE	230.000	LF	1.000	0.250	57.50
M 9.99.2.1	SAND BACKFILL	165.000	TON	1.000	25.000	4125.00

**Item Unit Cost : 91.98**

**Item Total Cost : 21,156.30**

	<u>Labor</u>	<u>Equipment</u>	<u>Rental Eq</u>	<u>Material</u>	<u>Subcontract</u>	<u>Other</u>
Total :	4,720.64	12,253.16	0.00	4,182.50	0.00	0.00
Unit :	20.52	53.27	0.00	18.18	0.00	0.00

---

Bid Data for Item: 002.2

	<u>Quantity</u>	<u>Bid Unit</u>	<u>Bid Amt.</u>	<u>Total Cost</u>	<u>Prof &amp; Ovhd</u>	<u>Windfall</u>
Bid Qty.	230.00	93.80 *	21,574.55	21,156.30	418.25	
Takeoff Qty.	230.00	93.80	21,574.55	21,156.30	418.25	0.00

## 6.H.

**PROJECT :  
DRISCOLL SCHOOL - PC**

**ITEM SHEET COSTS  
AS SHOWN**

**Date : 8/10/2021 11:02:00 A**

ITEM : 002.3  
DESCRIPTION : E/B WELL VAULT (30CY SPOILS)  
  
COST CODE :  
PRODUCTION : Days  
HRS/DAY : 8

U/M : EACH  
BID QTY : 1.00  
TO QTY : 1.00  
TOTAL MHS : 48.00  
MHS / UNIT : 48.0000  
UNITS / MH : 0.0208

---

Item Production

<u>ITEM#</u>	<u>DESCRIPTION</u>	<u>U/M</u>	<u>QTY</u>	<u>UNITS/DAY</u>	<u>DAYS REQD</u>
002.3	E/B WELL VAULT (30CY SPOILS)	EACH	1.00	0.50	2.00

---

Cost Detail for Item 002.3

<u>C CODE</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>U/M</u>	<u>FACTORS</u>	<u>RATE</u>	<u>COSTS</u>
L JDC-FOR	FOREMAN	1.000		2.000	831.360	1662.72
L JDC-LAB	LABORER	2.000		2.000	764.480	3057.92
E JDC-909	Cat 328 Excavator w/OP	1.000		2.000	3348.360	6696.72
E RENTAL2	10 WHEEL DUMP W/ TM	1.000		2.000	1611.040	3222.08
E JDC- 94	Cat 950 loader w/OP	0.500		2.000	2334.360	2334.36
E TRENCH-1	TRENCH BOX 16' LONG	1.000		2.000	300.000	600.00
E TRENCH-5	STEEL PLATES 8' X 20' LO	2.000		2.000	50.000	200.00

-----  
MATERIALS

M 9.99.1.1	3/4" STONE FOR DRAINAG	10.000	TONS	1.000	18.250	182.50
------------	------------------------	--------	------	-------	--------	--------

**Item Unit Cost : 17,956.30**

**Item Total Cost : 17,956.30**

	<u>Labor</u>	<u>Equipment</u>	<u>Rental Eq</u>	<u>Material</u>	<u>Subcontract</u>	<u>Other</u>
Total :	4,720.64	13,053.16	0.00	182.50	0.00	0.00
Unit :	4,720.64	13,053.16	0.00	182.50	0.00	0.00

---

Bid Data for Item: 002.3

	<u>Quantity</u>	<u>Bid Unit</u>	<u>Bid Amt.</u>	<u>Total Cost</u>	<u>Prof &amp; Ovhd</u>	<u>Windfall</u>
Bid Qty.	1.00	17,974.55 *	17,974.55	17,956.30	18.25	
Takeoff Qty.	1.00	17,974.55	17,974.55	17,956.30	18.25	0.00

# The Manosh Corporation

*Well Drilling & Excavating Since 1959*

## Revised Geothermal PROPOSAL

PROPOSAL SUBMITTED TO: <b>J. Derenzo Company attn: Troy D.</b>	DATE: 8/10/2021	PHONE NO. 1-508-897-8547 or 617-212-4519
STREET 338 Howard St	JOB NAME: Geothermal Well Field	
CITY, STATE AND ZIP CODE: Brockton, MA 02302	JOB LOCATION: Driscoll School Brookline, MA	
ARCHITECT: McPhail Assoc./ Jonathan Levi Architects	PLAN DATE: 9/20/2020	FAX NUMBER/Email tmorgado@jderenzo.com

We hereby submit specifications and estimates for:

We propose to drill 49- 905' foot deep geothermal wells as per design. Erosion control items will be onsite as well as containment system and filter bags for drilling cuttings control.

Mobilization - \$18,000.00

Material containment as proposed above – (\$38,000.00 in proposal) add \$65,240.00 per specifications on Bid to 50 gpm.

Horizontal piping/supply vault/ glycol, testing & installation - \$321,000.00

(49) 905' Drilling/casing 6-inch diameter 160 feet each minimum – \$1,546,084.00

Rygan piping/Grouting/, testing & installation – \$973,544.00

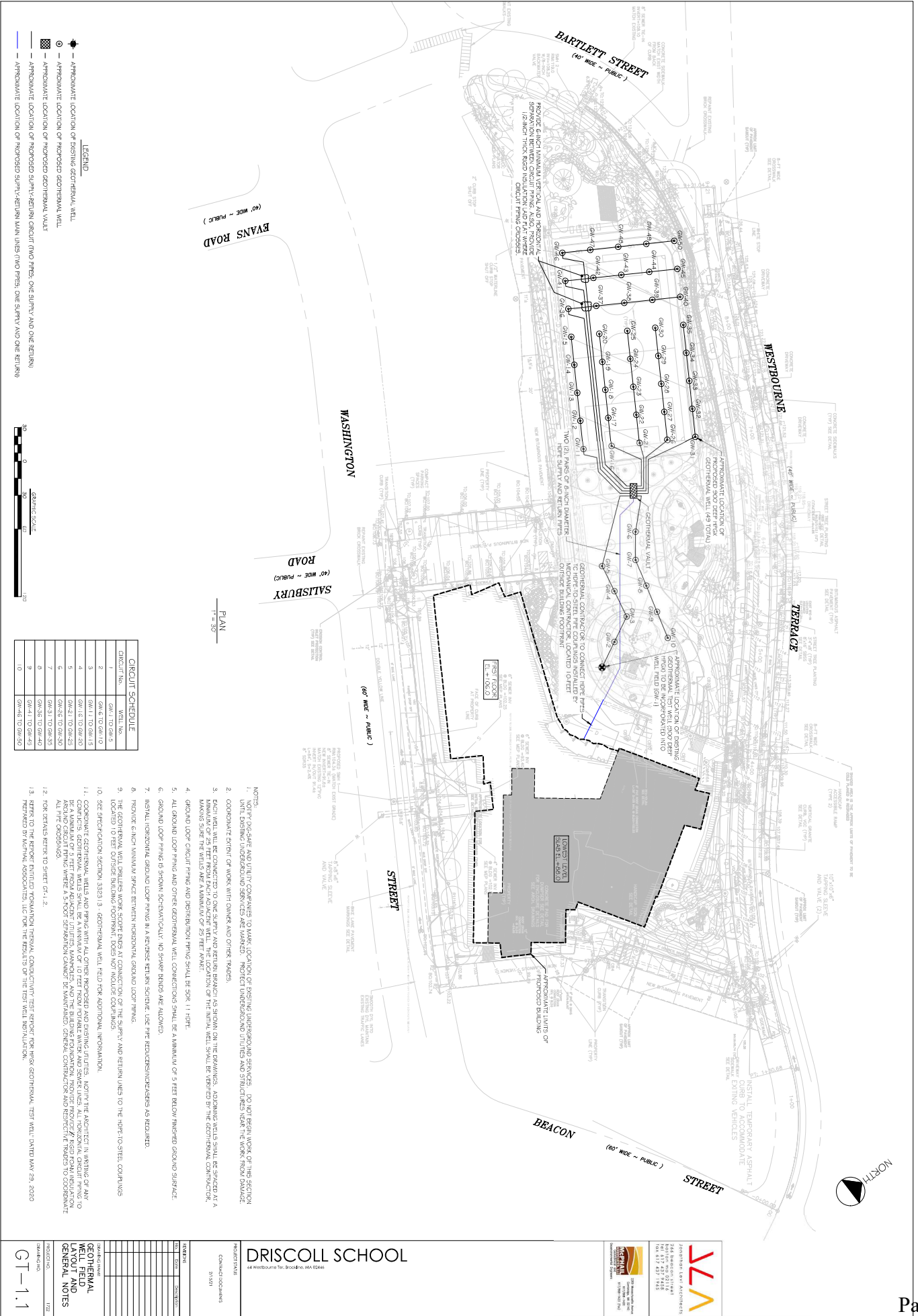
Exclusions: Dig Safe, excavation, backfill, compaction, site prep, interior piping, plumbing, electrical. Bond can be provided at additional cost if needed.

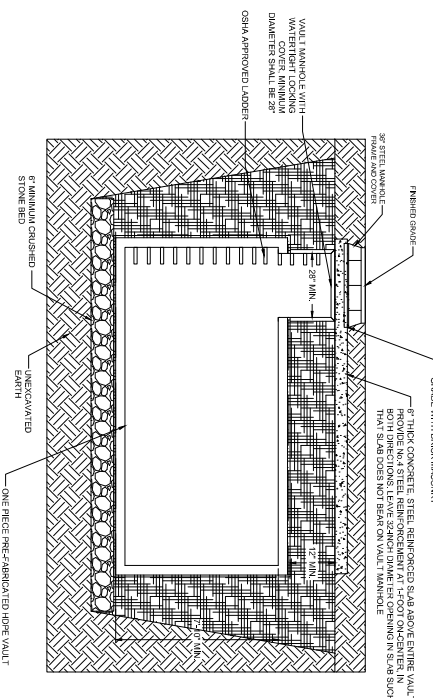
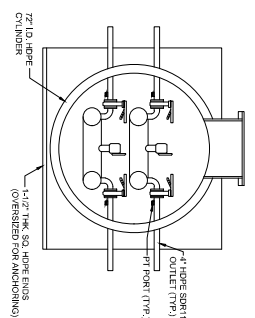
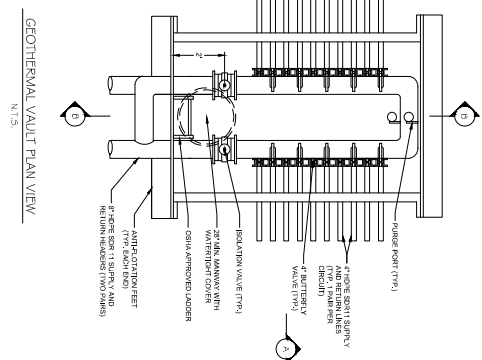
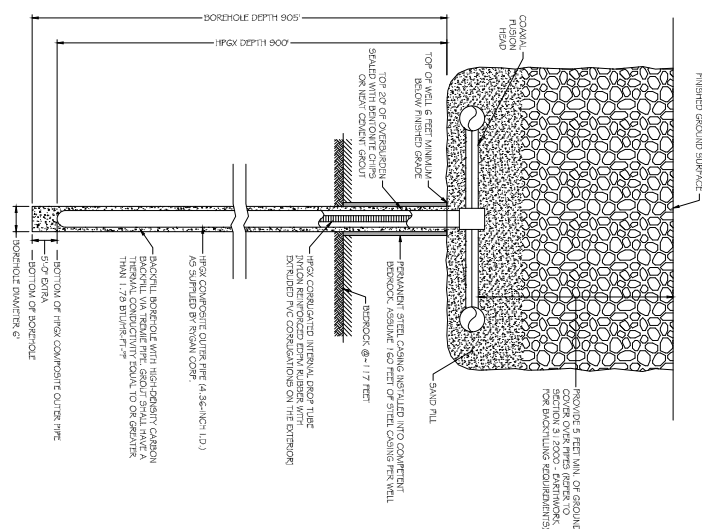
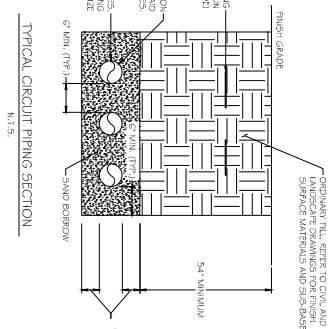
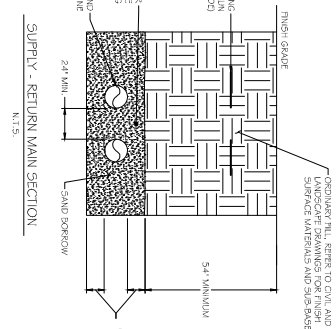
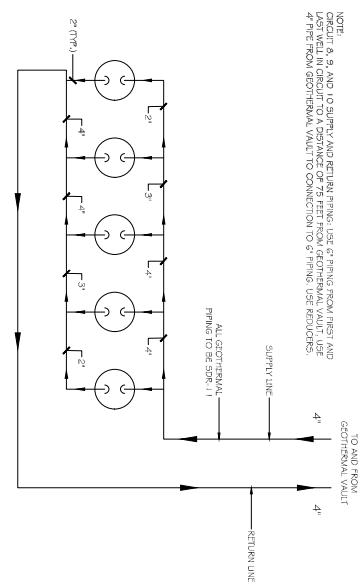
<b>WE PROPOSE hereby to furnish material and labor - complete in accordance with above specifications, for the sum of: →\$ 2,896,628.00</b>		<b>\$2,896,628.00 And no/cents</b>
PAYMENT TO BE MADE AS FOLLOWS: Per Requisition		
AUTHORIZED SIGNATURE (CONTRACTOR) Nick A. Manosh		

**Note: This proposal may be withdrawn by us if not accepted within 10 days.**

Date of acceptance

Signature







**Callahan, Lynda M.**

**From:** Ryan Little <rlittle@JDerenzo.com>  
**Sent:** Thursday, September 30, 2021 12:46 PM  
**To:** Callahan, Lynda M.; Troy Morgado  
**Subject:** RE: MDS - Update on GEOTHERMAL notes

[EXTERNAL]

Lynda

Here is a breakdown on Manosh pricing and durations, their pricing has increased 200k from the last proposal sent on August 10<sup>th</sup>.

**Manosh Pricing**

Drill 49- 905' foot deep geothermal wells as per design. Erosion control items will be onsite as well as containment system, and filter bags for drilling cuttings control.

Mobilization - \$18,000.00

Material containment as proposed above – \$103,240.00 (per specifications on Bid to 50 gpm)

Horizontal piping/supply vault/ glycol, testing & installation - \$321,000.00

(49) 905' Drilling/casing 6-inch diameter 160 feet each minimum – \$1,546,084.00

Rygan piping/Grouting/, testing & installation – \$973,544.00

Additional frac water tanks, filters to storm drain management to 100 gpm. – allowance of \$118,000.00

Cementing of problematic wells each occurrence - \$4120.00/ea – allowance of \$82,400.00

**Total Bid - \$3,162,268.00**

6-inch Casing beyond 160 feet – per foot @ \$40.50/per foot **(Not included in contract price.)**

Storage/insurance on stored materials per month @ \$1050.00-month **(Not included in contract price) No retainage on these stored materials.**

Exclusions: Dig Safe, excavation, backfill, compaction, site prep, interior piping, plumbing, electrical. Bond can be provided at additional cost if needed.

**Manosh Schedule**

Week One: 3 personnel onsite

Day one: Mobilize setup and prepare sediment and water measures onsite.

Day two: DR 24 starts drilling advances 160 feet of casing in 1.5 wells.

Day Three : DR 24 starts casing next 1.5 wells with 160 feet of casing each.

6.H.

Day four : Same scenario

Day Five : Same scenario at the end of 1<sup>st</sup> week everything goes as planned we have 6 cased holes each to 160 feet. **Manosh is assuming we can work a minimum 10 – 12 hour days, machines operable.**

Week Two: 7 Personnel onsite

Day one : DR 24 continues casing same as above schedule, 2<sup>nd</sup> Drill mobilizes to site and starts advancing borehole to achievable 905 foot depth, one per day with no complications.

Day Two : Same scenario

Day Three : Same scenario

Day Four Same scenario

Day Five : Same scenario at the end of 2<sup>nd</sup> week we have 13.5 wells cased total and 4.5 wells drilled to 905 foot depth total.

Week Three : 9 Personnel onsite

Same scenario with drilling and Horizontal piping starts.

At the end of this week we should have 20.5 wells Cased and 9 wells drilled to depth.

Week : Four : 9 Personnel onsite

3<sup>rd</sup> Drill arrives onsite and starts setting over already cased holes.

At the end of this week and no complications 26.5 wells cased and 17.5 wells drilled to depth.

Weeks 5 thru 9 : 9 Personnel onsite

49 wells cased/drilled to spec depth in 45 days and Rygan piping installed and pre tested. The exterior horizontal piping is 95% completed to building

Week 10 : 9 personnel onsite

Finish Rygan piping Cleanup and prepare for mobilization out of site of all personnel and equipment along with some testing verification. **This is the best case scenario with no complications and longer hours onsite ( if only 8 hours equipment operable then this time frame will not work and time would be extended. If schedule must be completed in this period we would want the option of working Saturdays. Manosh would ask for an additional 12k per working day for making the schedule work regardless of circumstances as we would have to provide standby equipment and personnel to achieve such a tight schedule of completion.**

Thanks

---

**From:** Callahan, Lynda M. <LCallahan@Gilbaneco.com>

**Sent:** Thursday, September 30, 2021 12:23 PM

**To:** Troy Morgado <TMorgado@JDerenzo.com>

**Cc:** Ryan Little <rlittle@JDerenzo.com>

**Subject:** RE: MDS - Update on GEOTHERMAL notes

6.H.

Any ETA on this?

---

**From:** Troy Morgado <[TMorgado@JDerenzo.com](mailto:TMorgado@JDerenzo.com)>  
**Sent:** Thursday, September 30, 2021 7:51 AM  
**To:** Callahan, Lynda M. <[LCallahan@Gilbaneco.com](mailto:LCallahan@Gilbaneco.com)>  
**Cc:** Ryan Little <[rlittle@JDerenzo.com](mailto:rlittle@JDerenzo.com)>  
**Subject:** RE: MDS - Update on GEOTHERMAL notes

[EXTERNAL]

Hi Lynda,  
Ryan is putting it together. Ryan please try and get Lynda info ASAP

Thanks!

**Troy Morgado**  
Sr. Estimator  
**J. Derenzo Co.**

338 Howard St., Brockton, MA 02302  
O 508-897-8047 | F 508-897-8547 | C 617-212-4519  
[tmorgado@jderenzo.com](mailto:tmorgado@jderenzo.com)

[www.jderenzo.com](http://www.jderenzo.com)

[LinkedIn](#) / [Twitter](#) / [Flickr](#)



---

**From:** Callahan, Lynda M. <[LCallahan@Gilbaneco.com](mailto:LCallahan@Gilbaneco.com)>  
**Sent:** Thursday, September 30, 2021 7:45 AM  
**To:** Troy Morgado <[TMorgado@JDerenzo.com](mailto:TMorgado@JDerenzo.com)>  
**Subject:** MDS - Update on GEOTHERMAL notes  
**Importance:** High

Hi Troy  
Just checking to see when I can expect to have the items we discussed Tuesday related to Geothermal. Please let me know. Thanks!  
Lynda

Lynda Callahan | Sr. Project Manager | [Gilbane Building Company](#)

6.H.

10 Channel Center St | Boston, MA | 02210  
O: (617)960-2956 | M: (617)320-5153 | F: (617)478-3001  
[www.gilbaneco.com](http://www.gilbaneco.com) | [Like us on Facebook](#) | [Follow us on Twitter](#) | [Follow us on LinkedIn](#)

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**Gilbane, a three-time member of Fortune's "100 Best Places to Work" list and a thirteen-time member of Training Magazine's Top 125**

6.H.

**Callahan, Lynda M.**

---

**From:** Ryan Little <rlittle@JDerenzo.com>  
**Sent:** Friday, October 1, 2021 8:00 AM  
**To:** Troy Morgado  
**Cc:** Callahan, Lynda M.  
**Subject:** Re: MDS - Geothermal Unit price to add a well?  
**Attachments:** image001.png

[EXTERNAL]

\$31500/well plus any markup

Ryan Little  
J Derenzo Co.  
5086499702

On Sep 30, 2021, at 2:32 PM, Troy Morgado <TMorgado@jderenzo.com> wrote:

6.H.

I spoke to Ryan this morning and I'm pretty sure Ryan asked him for that Ryan did he give you that yet?

Troy Morgado  
Sr. Estimator  
J. Derenzo Co.  
338 Howard St., Brockton, MA 02302  
O 508-897-8047 | F 508-897-8547 | C 617-212-4519 tmorgado@jderenzo.com<mailto:tmorgado@jderenzo.com>  
www.jderenzo.com<http://www.jderenzo.com/>  
LinkedIn<http://www.linkedin.com/company/2549288?trk=tyah&trkinfo=tas%3A%20derenzo> / Twitter<https://twitter.com/JDerenzoCos> /  
Flickr<http://www.flickr.com/photos/99548239@N07/>  
<image001.png>

From: Callahan, Lynda M. <LCallahan@Gilbaneco.com>  
Sent: Thursday, September 30, 2021 2:11 PM  
To: Troy Morgado <TMorgado@JDerenzo.com>  
Subject: MDS - Geothermal Unit price to add a well?

I see a unit price for casing, what about cost to add 1 well? I do recall we asked for that cost in the event that we need to fill one in with cement.

Lynda Callahan | Sr. Project Manager | Gilbane Building Company  
10 Channel Center St | Boston, MA | 02210  
O: (617)960-2956 | M: (617)320-5153 | F: (617)478-3001 [www.gilbaneco.com](http://www.gilbaneco.com/)<<http://www.gilbaneco.com/>> | Like us on  
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LinkedIn<<https://www.linkedin.com/company/gilbane-building-company>>

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Training Magazine’s Top 125

6.H.



251 Harvard Street, Suite 1, Brookline, MA 02446

W: brooklinechamber.com E: info@brooklinechamber.com P: 617-739-1330 F: 617-739-1200

October 6, 2021

#### OFFICERS

David Gladstone  
President & Chairman  
Executive Committee  
LeRoy Watkins  
Senior Vice-President  
Doug J. Murstein  
Treasurer  
Diana Brouillard  
Clerk/Secretary  
Anna Axenov  
LeRoy Watkins  
Co-V.P. Membership  
Arnie Schaffer  
V.P. Chestnut Hill/Putterham  
TBD  
V.P. Coolidge Corner  
Elias Audy  
Michael Canney  
Co-V.P. Boylston  
Exchange/Brookline Village  
Tim Kickham  
V.P. Washington Square

#### EXECUTIVE DIRECTOR

Deborah Good Miller

#### COMMUNICATIONS & OPERATIONS MANAGER

Klara Kaufman

#### BOARD OF DIRECTORS

Leise Jones  
Chairman of the Board

#### DIRECTORS

Alicia Adamson  
Alyssa Bickoff  
Amelia Egan  
Helen Glotzer  
Chobee Hoy  
Andrea LaChance  
Nick Mallia, Program Co-Chair  
Andrea Martin, Legal Co-VP  
Cameron Merrill, Legal Co-VP  
Cecilia Nardi  
Jen Paster  
Morry Sapoznik  
Danielle Schlesier  
Adam Studdard  
Leah Weinberg  
Lisa Wisel – Program Co-Chair

#### EMERITUS

Roger Lipson

Dear Select Board Members,

For decades Brookline has celebrated “First Light Holiday Celebration.” Prior to the pandemic this family friendly event was hosted in our business districts from 5:00 to 8:00 PM, before the winter holidays. Individuals and families visited businesses where they enjoyed live entertainment, got giveaways, and sampled food.

Last year we could not gather in businesses due to health concerns. The Chamber moved First Light to an online platform. Businesses provided links that remained for one week on the Chamber’s website and brought visitors virtually to each business where entertainment, promotions, and fun activities were offered.

This year, though many are vaccinated, young school age children are not, and comfort levels vary. We’re proposing a hybrid of online, in-business in-person, and gathering outdoors in front of the Florida Ruffin Ridley School on the green.

Here’s the plan that we hope you will endorse:

Window decorating contest leading up to Saturday, November 20<sup>th</sup>

First Light Holiday Celebration – Saturday, November 20<sup>th</sup>

2:00 – 4:00 pm – Visitors are welcome in participating businesses where guests enjoy live music, giveaways, or promotions.

4:00 – 5:00 pm – Gathering outdoors at the Florida Ruffin Ridley School where participating business representatives are at shared tables to provide giveaways or promotions. No food or beverages will be sold or distributed at no cost. We are exploring the possibility of incorporating a Viking Sports obstacle course that was featured in the past. The obstacle course could be set up in a safely blocked driveway or in the fenced-in space next to Zaftigs. People in fun, uplifting costumes (example: Ms. Potatohead) will be there. Live entertainment would take place on the green. (Example: student chorus groups)

First Light is a free community event, where everyone is welcome. Participating businesses will be charged a nominal fee, and the Chamber will solicit sponsorships for this event and longstanding Brookline tradition.

The Chamber welcomes the Select Board’s participation at First Light! We hope to celebrate the season with the Select Board members on November 20<sup>th</sup>!

Sincerely,

Deborah Good Miller  
Executive Director

## First Light Holiday Celebration Event Layout Proposal



 = designated event area

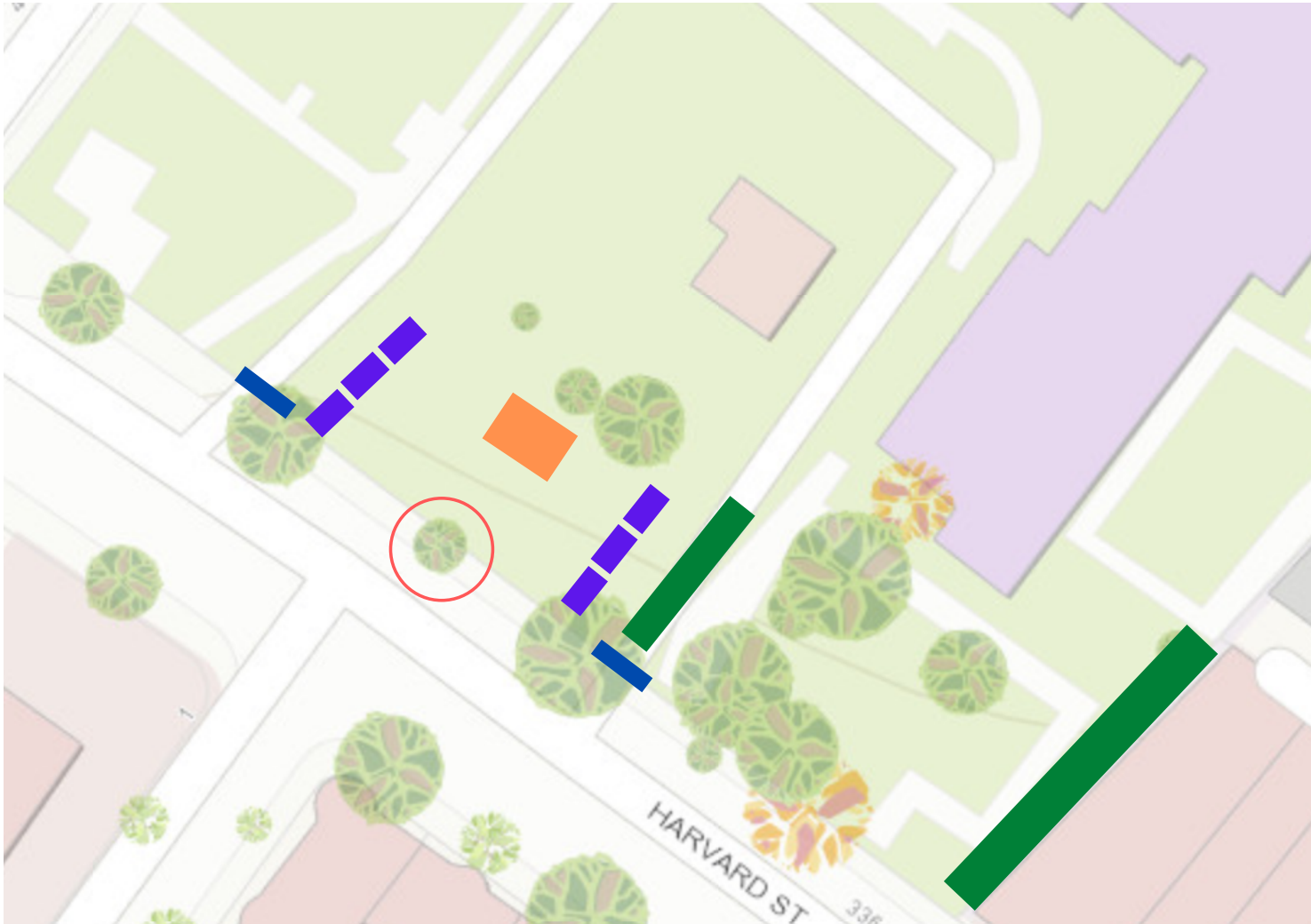
 = barriers to block vehicular traffic

 = designated lit up tree

 = potential Viking Sports obstacle course location



## Details



= tables for businesses



= barriers to block vehicular traffic



= stage location



= potential obstacle course location



= designated lit up tree



THE HARTFORD  
BUSINESS SERVICE CENTER  
3600 WISEMAN BLVD  
SAN ANTONIO TX 78251

October 5, 2021

Town of Brookline  
333 WASHINGTON ST  
BROOKLINE MA 02445-6853

#### Account Information:

<b>Policy Holder Details :</b>	BROOKLINE CHAMBER OF COMMERCE
--------------------------------	----------------------------------



#### Contact Us

Business Service Center

**Business Hours:** Monday - Friday  
(7AM - 7PM Central Standard Time)

**Phone:** (866) 467-8730

**Fax:** (888) 443-6112

**Email:** [agency.services@thehartford.com](mailto:agency.services@thehartford.com)

**Website:** <https://business.thehartford.com>

Enclosed please find a Certificate Of Insurance for the above referenced Policyholder. Please contact us if you have any questions or concerns.

Sincerely,

Your Hartford Service Team



6.I.

**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

10/05/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> KAPLANSKY INSURANCE AGENCY INC 08088438 10 KEARNEY ROAD SUITE 200 NEEDHAM MA 02494	<b>CONTACT NAME:</b>	
	<b>PHONE</b> (781) 453-2552 (A/C, No, Ext):	<b>FAX</b> (781) 453-0422 (A/C, No):
	<b>E-MAIL ADDRESS:</b>	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>NAIC#</b>	
<b>INSURED</b> BROOKLINE CHAMBER OF COMMERCE 251 HARVARD ST BROOKLINE MA 02446-5021	<b>INSURER A:</b> Twin City Fire Insurance Company	
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/Y YY)	LIMITS	
A	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> General Liability	X		08 SBA AA8365	03/24/2021	03/24/2022	EACH OCCURRENCE	\$1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence)						\$1,000,000	
	MED EXP (Any one person)						\$10,000	
	PERSONAL & ADV INJURY						\$1,000,000	
	GENERAL AGGREGATE						\$2,000,000	
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:						PRODUCTS - COMP/OP AGG	\$2,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			08 SBA AA8365	03/24/2021	03/24/2022	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
	BODILY INJURY (Per person)							
	BODILY INJURY (Per accident)							
	PROPERTY DAMAGE (Per accident)							
	<b>UMBRELLA LIAB EXCESS LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE	
	AGGREGATE							
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	08 WEC AC5Y8P	01/10/2021	01/10/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
	E.L. EACH ACCIDENT						\$500,000	
	E.L. DISEASE -EA EMPLOYEE						\$500,000	
	E.L. DISEASE - POLICY LIMIT						\$500,000	
A	<b>EMPLOYMENT PRACTICES LIABILITY</b>			08 SBA AA8365	03/24/2021	03/24/2022	Each Claim Limit Aggregate Limit	\$10,000 \$10,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

First Light Celebration 11/20/2021 Certificate holder is an additional insured per the Business Liability Coverage Form SS0008, attached to this policy.

**CERTIFICATE HOLDER**

Town of Brookline  
 333 WASHINGTON ST  
 BROOKLINE MA 02445-6853

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Susan L. Castaneda*

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**BROOKLINE FIRE DEPARTMENT**  
*Town of Brookline Massachusetts*

**FIRE DEPARTMENT  
HEADQUARTERS**

John F. Sullivan  
Chief of Department  
Emergency Management Director

350 Washington Street  
PO Box 470557  
Brookline MA 02447-0557  
Tel: 617-730-2272  
Fax: 617-730-2391  
[www.brooklinema.gov](http://www.brooklinema.gov)

October 12, 2021

Dear Mr. Kleckner,

The Fire Department is budgeted in FY 22 at 153 uniformed positions, and by virtue of various modes of attrition is now retaining 145 employees. At this time, we forecast 3 additional vacancies in this fiscal year, bringing our total request to a total of 11 positions to be filled.

With the Board's permission I would like to begin the lengthy process of filling up to all 11 of the vacancies that we anticipate. The process will start with calling for a certified Civil Service list of candidates. There are currently 30 Town of Brookline residents on the eligibility list who appear after the initial 4 civil service 402 A/B preference candidates.

I anticipate the class having a start date in mid-February 2022, with an anticipated graduation in late May 2022; nearly three years since our last recruit academy finished in June 2019.

Thank you,

John F. Sullivan, Fire Chief





# Town of Brookline Massachusetts

## Authorization To Hire Request Form

1. Position **TITLE**: Firefighter Grade: T275

2. Department: Fire Division: Suppression

3. Position Control #: 220000058 Prior Incumbent: Devin Ream

a. Reason for Leaving: Promotion

4. Budgetary Information:

Department Code: 2200 Budget Code: 22002020-510101 % 100

☐ Grant Funded-Name of Grant: \_\_\_\_\_ ☐ Revolving Fund ☐ Enterprise Fund

6. Employment Type:

☒ Full-Time: # of hours/week: 42 ☐ Part-Time: # of hours/week: \_\_\_\_\_

☒ Permanent ☐ Temporary: expected end date (required) \_\_\_\_/\_\_\_\_/\_\_\_\_

7. Method of Fill:

☐ Promotion – To be Posted Internally from: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

☒ New Hire ☐ Transfer – Please explain: \_\_\_\_\_

8. List the top three essential functions of this position:

1. Fire suppression

2. Emergency medical care

3. Technical rescue

9. I have considered the following alternatives to filling this position:

Civil service list

10. The alternatives are less desirable than new hire action for the following reasons:-continued on reverse side-

Firefighter

Authorization To Hire Request Form

## 11. Suggested sources for specialized recruitment advertising: (other than local papers)

Human Resources will work closely with the department to post the position widely with the ProDiversity Network,ZipRecruiter, Indeed, which all have multiple targeted affinity group job boards, as well as related professional groups.

## 12. Please attach the current position description.

## 13. Signatures:

Department Head Signature: \_\_\_\_\_

Date: \_\_\_\_\_



10/12/21

Human Resources Director: \_\_\_\_\_

Date: \_\_\_\_\_

Town Administrator: \_\_\_\_\_

Date: \_\_\_\_\_

## 14. Approvals:

Date on BOS Agenda: \_\_\_\_\_

Date Approved: \_\_\_\_\_

## 15. Notes:

Drill school class to begin in February 2022 with graduation in late May.





# Town of Brookline Massachusetts

## Authorization To Hire Request Form

1. Position **TITLE**: Firefighter Grade: T275
2. Department: Fire Division: Suppression
3. Position Control #: 220000059 Prior Incumbent: Philip Buckley

a. Reason for Leaving: Retirement

4. Budgetary Information:

Department Code: 2200 Budget Code: 22002020-510101 % 100

☐ Grant Funded-Name of Grant: \_\_\_\_\_ ☐ Revolving Fund ☐ Enterprise Fund

6. Employment Type:

☒ Full-Time: # of hours/week: 42 ☐ Part-Time: # of hours/week: \_\_\_\_\_

☒ Permanent ☐ Temporary: expected end date (required) \_\_\_\_/\_\_\_\_/\_\_\_\_

7. Method of Fill:

☐ Promotion – To be Posted Internally from: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

☒ New Hire ☐ Transfer – Please explain: \_\_\_\_\_

8. List the top three essential functions of this position:

1. Fire suppression
2. Emergency medical care
3. Technical rescue

9. I have considered the following alternatives to filling this position:

Civil service list

10. The alternatives are less desirable than new hire action for the following reasons:-continued on reverse side-

Firefighter

Authorization To Hire Request Form

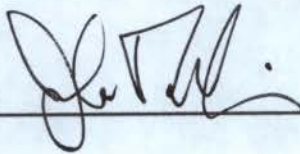
## 11. Suggested sources for specialized recruitment advertising: (other than local papers)

Human Resources will work closely with the department to post the position widely with the ProDiversity Network,ZipRecruiter, Indeed, which all have multiple targeted affinity group job boards, as well as related professional groups.

## 12. Please attach the current position description.

## 13. Signatures:

Department Head Signature: \_\_\_\_\_



Date: \_\_\_\_\_

10/12/21

Human Resources Director: \_\_\_\_\_

Date: \_\_\_\_\_

Town Administrator: \_\_\_\_\_

Date: \_\_\_\_\_

## 14. Approvals:

Date on BOS Agenda: \_\_\_\_\_

Date Approved: \_\_\_\_\_

## 15. Notes:

Drill school class to begin in February 2022 with graduation in late May.





# Town of Brookline

## Massachusetts

### Authorization To Hire Request Form

1. Position **TITLE:** Firefighter Grade: T275
2. Department: Fire Division: Suppression
3. Position Control #: 220000074 Prior Incumbent: Daniel Moroney

a. Reason for Leaving: Retirement

4. Budgetary Information:

Department Code: 2200 Budget Code: 22002020-510101 % 100

☐ Grant Funded-Name of Grant: \_\_\_\_\_ ☐ Revolving Fund ☐ Enterprise Fund

6. Employment Type:

☒ Full-Time: # of hours/week: 42 ☐ Part-Time: # of hours/week: \_\_\_\_\_

☒ Permanent ☐ Temporary: expected end date (required) \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

7. Method of Fill:

☐ Promotion – To be Posted Internally from: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ to \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

☒ New Hire ☐ Transfer – Please explain: \_\_\_\_\_

8. List the top three essential functions of this position:

1. Fire suppression
2. Emergency medical care
3. Technical rescue

9. I have considered the following alternatives to filling this position:

Civil service list

10. The alternatives are less desirable than new hire action for the following reasons:-continued on reverse side-

Firefighter

Authorization To Hire Request Form

## 11. Suggested sources for specialized recruitment advertising: (other than local papers)

Human Resources will work closely with the department to post the position widely with the ProDiversity Network,  
ZipRecruiter, Indeed, which all have multiple targeted affinity group job boards, as well as related professional groups.

## 12. Please attach the current position description.

## 13. Signatures:

Department Head Signature: \_\_\_\_\_

Date: 10/12/21

Human Resources Director: \_\_\_\_\_

Date: \_\_\_\_\_

Town Administrator: \_\_\_\_\_

Date: \_\_\_\_\_

## 14. Approvals:

Date on BOS Agenda: \_\_\_\_\_

Date Approved: \_\_\_\_\_

## 15. Notes:

Drill school class to begin in February 2022 with graduation in late May.





# Town of Brookline

## Massachusetts

### Authorization To Hire Request Form

1. Position **TITLE:** Firefighter Grade: T275

2. Department: Fire Division: Suppression

3. Position Control #: 220000078 Prior Incumbent: Gerald Alston

a. Reason for Leaving: Resigned

4. Budgetary Information:

Department Code: 2200 Budget Code: 22002020-510101 % 100

☐ Grant Funded-Name of Grant: \_\_\_\_\_ ☐ Revolving Fund ☐ Enterprise Fund

6. Employment Type:

☒ Full-Time: # of hours/week: 42 ☐ Part-Time: # of hours/week: \_\_\_\_\_

☒ Permanent ☐ Temporary: expected end date (required) \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

7. Method of Fill:

☐ Promotion – To be Posted Internally from: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ to \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

☒ New Hire ☐ Transfer – Please explain: \_\_\_\_\_

8. List the top three essential functions of this position:

1. Fire suppression

2. Emergency medical care

3. Technical rescue

9. I have considered the following alternatives to filling this position:

Civil service list  
\_\_\_\_\_  
\_\_\_\_\_

10. The alternatives are less desirable than new hire action for the following reasons:-continued on reverse side-

\_\_\_\_\_  
\_\_\_\_\_

Firefighter


Authorization To Hire Request Form

## 11. Suggested sources for specialized recruitment advertising: (other than local papers)

Human Resources will work closely with the department to post the position widely with the ProDiversity Network,  
ZipRecruiter, Indeed, which all have multiple targeted affinity group job boards, as well as related professional groups.

## 12. Please attach the current position description.

## 13. Signatures:

Department Head Signature: 	Date: 10/12/21
Human Resources Director: _____	Date: _____
Town Administrator: _____	Date: _____

## 14. Approvals:

Date on BOS Agenda: _____	Date Approved: _____
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## 15. Notes:

Drill school class to begin in February 2022 with graduation in late May.





# Town of Brookline

## Massachusetts

### Authorization To Hire Request Form

1. Position **TITLE:** Firefighter Grade: T275
2. Department: Fire Division: Suppression
3. Position Control #: 220000102 Prior Incumbent: Thomas Texiera

a. Reason for Leaving: Promotion

4. Budgetary Information:

Department Code: 2200 Budget Code: 22002020-510101 % 100

☐ Grant Funded-Name of Grant: \_\_\_\_\_ ☐ Revolving Fund ☐ Enterprise Fund

6. Employment Type:

☒ Full-Time: # of hours/week: 42 ☐ Part-Time: # of hours/week: \_\_\_\_\_

☒ Permanent ☐ Temporary: expected end date (required) \_\_\_\_/\_\_\_\_/\_\_\_\_

7. Method of Fill:

☐ Promotion – To be Posted Internally from: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

☒ New Hire ☐ Transfer – Please explain: \_\_\_\_\_

8. List the top three essential functions of this position:

1. Fire suppression
2. Emergency medical care
3. Technical rescue

9. I have considered the following alternatives to filling this position:

Civil service list

10. The alternatives are less desirable than new hire action for the following reasons:-continued on reverse side-

Firefighter


Authorization To Hire Request Form

## 11. Suggested sources for specialized recruitment advertising: (other than local papers)

Human Resources will work closely with the department to post the position widely with the ProDiversity Network,  
ZipRecruiter, Indeed, which all have multiple targeted affinity group job boards, as well as related professional groups.

## 12. Please attach the current position description.

## 13. Signatures:

Department Head Signature: 	Date: <u>10/12/21</u>
Human Resources Director: _____	Date: _____
Town Administrator: _____	Date: _____

## 14. Approvals:

Date on BOS Agenda: _____	Date Approved: _____
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## 15. Notes:

Drill school class to begin in February 2022 with graduation in late May.





# Town of Brookline

## Massachusetts

### Authorization To Hire Request Form

1. Position **TITLE:** Firefighter **Grade:** T275

2. Department: Fire Division: Suppression

3. Position Control #: 220000105 Prior Incumbent: Michael Harrington

a. Reason for Leaving: Promoted

4. Budgetary Information:

Department Code: 2200 Budget Code: 22002020-510101 % 100

☐ Grant Funded-Name of Grant: \_\_\_\_\_ ☐ Revolving Fund ☐ Enterprise Fund

6. Employment Type:

☒ Full-Time: # of hours/week: 42 ☐ Part-Time: # of hours/week: \_\_\_\_\_

☒ Permanent ☐ Temporary: expected end date (required) \_\_\_\_/\_\_\_\_/\_\_\_\_

7. Method of Fill:

☐ Promotion – To be Posted Internally from: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

☒ New Hire ☐ Transfer – Please explain: \_\_\_\_\_

8. List the top three essential functions of this position:

1. Fire suppression

2. Emergency medical care

3. Technical rescue

9. I have considered the following alternatives to filling this position:

Civil service list \_\_\_\_\_

10. The alternatives are less desirable than new hire action for the following reasons:-continued on reverse side-

\_\_\_\_\_  
\_\_\_\_\_

Firefighter

Authorization To Hire Request Form

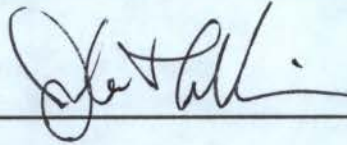
## 11. Suggested sources for specialized recruitment advertising: (other than local papers)

Human Resources will work closely with the department to post the position widely with the ProDiversity Network,ZipRecruiter, Indeed, which all have multiple targeted affinity group job boards, as well as related professional groups.

## 12. Please attach the current position description.

## 13. Signatures:

Department Head Signature: \_\_\_\_\_



Date: \_\_\_\_\_

10/12/21

Human Resources Director: \_\_\_\_\_

Date: \_\_\_\_\_

Town Administrator: \_\_\_\_\_

Date: \_\_\_\_\_

## 14. Approvals:

Date on BOS Agenda: \_\_\_\_\_

Date Approved: \_\_\_\_\_

## 15. Notes:

Drill school class to begin in February 2022 with graduation in late May.





# Town of Brookline Massachusetts

## Authorization To Hire Request Form

1. Position **TITLE:** Firefighter Grade: T275

2. Department: Fire Division: Suppression

3. Position Control #: 220000115 Prior Incumbent: Dennis Cyr

a. Reason for Leaving: Resigned

4. Budgetary Information:

Department Code: 2200 Budget Code: 22002020-510101 % 100

☐ Grant Funded-Name of Grant: \_\_\_\_\_ ☐ Revolving Fund ☐ Enterprise Fund

6. Employment Type:

☒ Full-Time: # of hours/week: 42 ☐ Part-Time: # of hours/week: \_\_\_\_\_

☒ Permanent ☐ Temporary: expected end date (required) \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

7. Method of Fill:

☐ Promotion – To be Posted Internally from: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ to \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

☒ New Hire ☐ Transfer – Please explain: \_\_\_\_\_

8. List the top three essential functions of this position:

1. Fire suppression

2. Emergency medical care

3. Technical rescue

9. I have considered the following alternatives to filling this position:

Civil service list

10. The alternatives are less desirable than new hire action for the following reasons:-continued on reverse side-

Firefighter

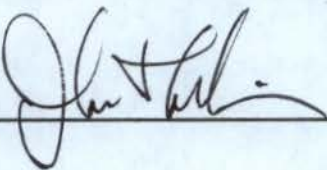
Authorization To Hire Request Form

## 11. Suggested sources for specialized recruitment advertising: (other than local papers)

Human Resources will work closely with the department to post the position widely with the ProDiversity Network,  
ZipRecruiter, Indeed, which all have multiple targeted affinity group job boards, as well as related professional groups.

## 12. Please attach the current position description.

## 13. Signatures:

Department Head Signature: 	Date: <u>10/12/21</u>
Human Resources Director: _____	Date: _____
Town Administrator: _____	Date: _____

## 14. Approvals:

Date on BOS Agenda: _____	Date Approved: _____
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## 15. Notes:

Drill school class to begin in February 2022 with graduation in late May.





# Town of Brookline

## Massachusetts

### Authorization To Hire Request Form

1. Position **TITLE:** Firefighter Grade: T275

2. Department: Fire Division: Suppression

3. Position Control #: 220000139 Prior Incumbent: Justin Aufiero

a. Reason for Leaving: Resigned

4. Budgetary Information:

Department Code: 2200 Budget Code: 22002020-510101 % 100

☐ Grant Funded-Name of Grant: \_\_\_\_\_ ☐ Revolving Fund ☐ Enterprise Fund

6. Employment Type:

☒ Full-Time: # of hours/week: 42 ☐ Part-Time: # of hours/week: \_\_\_\_\_

☒ Permanent ☐ Temporary: expected end date (required) \_\_\_\_/\_\_\_\_/\_\_\_\_

7. Method of Fill:

☐ Promotion – To be Posted Internally from: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

☒ New Hire ☐ Transfer – Please explain: \_\_\_\_\_

8. List the top three essential functions of this position:

1. Fire suppression

2. Emergency medical care

3. Technical rescue

9. I have considered the following alternatives to filling this position:

Civil service list

10. The alternatives are less desirable than new hire action for the following reasons:-continued on reverse side-

Firefighter

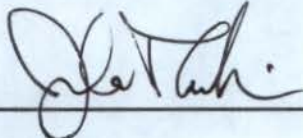
Authorization To Hire Request Form

## 11. Suggested sources for specialized recruitment advertising: (other than local papers)

Human Resources will work closely with the department to post the position widely with the ProDiversity Network,  
ZipRecruiter, Indeed, which all have multiple targeted affinity group job boards, as well as related professional groups.

## 12. Please attach the current position description.

## 13. Signatures:

Department Head Signature: <u></u>	Date: <u>12/12/21</u>
Human Resources Director: _____	Date: _____
Town Administrator: _____	Date: _____

## 14. Approvals:

Date on BOS Agenda: _____	Date Approved: _____
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## 15. Notes:

Drill school class to begin in February 2022 with graduation in late May.





# Town of Brookline Massachusetts

## Authorization To Hire Request Form

1. Position **TITLE:** Firefighter Grade: T275
2. Department: Fire Division: Suppression
3. Position Control #: 220000147 Prior Incumbent: Leah Shatkin

a. Reason for Leaving: Promoted

4. Budgetary Information:

Department Code: 2200 Budget Code: 22002020-510101 % 100

☐ Grant Funded-Name of Grant: \_\_\_\_\_ ☐ Revolving Fund ☐ Enterprise Fund

6. Employment Type:

☒ Full-Time: # of hours/week: 42 ☐ Part-Time: # of hours/week: \_\_\_\_\_

☒ Permanent ☐ Temporary: expected end date (required) \_\_\_\_/\_\_\_\_/\_\_\_\_

7. Method of Fill:

☐ Promotion – To be Posted Internally from: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

☒ New Hire ☐ Transfer – Please explain: \_\_\_\_\_

8. List the top three essential functions of this position:

1. Fire suppression
2. Emergency medical care
3. Technical rescue

9. I have considered the following alternatives to filling this position:

Civil service list

10. The alternatives are less desirable than new hire action for the following reasons:-continued on reverse side-

Firefighter

Authorization To Hire Request Form

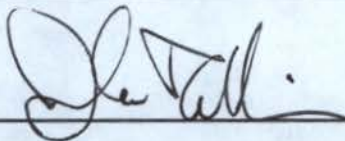
## 11. Suggested sources for specialized recruitment advertising: (other than local papers)

Human Resources will work closely with the department to post the position widely with the ProDiversity Network,ZipRecruiter, Indeed, which all have multiple targeted affinity group job boards, as well as related professional groups.

## 12. Please attach the current position description.

## 13. Signatures:

Department Head Signature: \_\_\_\_\_



Date: \_\_\_\_\_

10/14/21

Human Resources Director: \_\_\_\_\_

Date: \_\_\_\_\_

Town Administrator: \_\_\_\_\_

Date: \_\_\_\_\_

## 14. Approvals:

Date on BOS Agenda: \_\_\_\_\_

Date Approved: \_\_\_\_\_

## 15. Notes:

Drill school class to begin in February 2022 with graduation in late May.





# Town of Brookline Massachusetts

## Authorization To Hire Request Form

1. Position **TITLE:** Firefighter Grade: T275

2. Department: Fire Division: Suppression

3. Position Control #: 220000154 Prior Incumbent: Matthew Shatkin

a. Reason for Leaving: Promoted

4. Budgetary Information:

Department Code: 2200 Budget Code: 22002020-510101 % 100

☐ Grant Funded-Name of Grant: \_\_\_\_\_ ☐ Revolving Fund ☐ Enterprise Fund

6. Employment Type:

☒ Full-Time: # of hours/week: 42 ☐ Part-Time: # of hours/week: \_\_\_\_\_

☒ Permanent ☐ Temporary: expected end date (required) \_\_\_\_/\_\_\_\_/\_\_\_\_

7. Method of Fill:

☐ Promotion – To be Posted Internally from: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

☒ New Hire ☐ Transfer – Please explain: \_\_\_\_\_

8. List the top three essential functions of this position:

1. Fire suppression

2. Emergency medical care

3. Technical rescue

9. I have considered the following alternatives to filling this position:

Civil service list

10. The alternatives are less desirable than new hire action for the following reasons:-continued on reverse side-

Firefighter

Authorization To Hire Request Form

## 11. Suggested sources for specialized recruitment advertising: (other than local papers)

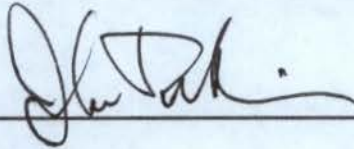
Human Resources will work closely with the department to post the position widely with the ProDiversity Network,

ZipRecruiter, Indeed, which all have multiple targeted affinity group job boards, as well as related professional groups.

## 12. Please attach the current position description.

## 13. Signatures:

Department Head Signature:



Date:

10/10/21

Human Resources Director:

Date:

Town Administrator:

Date:

## 14. Approvals:

Date on BOS Agenda:

Date Approved:

## 15. Notes:

Drill school class to begin in February 2022 with graduation in late May.





# Town of Brookline

## Massachusetts

### Authorization To Hire Request Form

1. Position **TITLE:** Firefighter **Grade:** T275

2. Department: Fire Division: Suppression

3. Position Control #: 220000155 Prior Incumbent: Matthew Lynch

a. Reason for Leaving: Resigned

4. Budgetary Information:

Department Code: 2200 Budget Code: 22002020-510101 % 100

☐ Grant Funded-Name of Grant: \_\_\_\_\_ ☐ Revolving Fund ☐ Enterprise Fund

6. Employment Type:

☒ Full-Time: # of hours/week: 42 ☐ Part-Time: # of hours/week: \_\_\_\_\_

☒ Permanent ☐ Temporary: expected end date (required) \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

7. Method of Fill:

☐ Promotion – To be Posted Internally from: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ to \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

☒ New Hire ☐ Transfer – Please explain: \_\_\_\_\_

8. List the top three essential functions of this position:

1. Fire suppression

2. Emergency medical care

3. Technical rescue

9. I have considered the following alternatives to filling this position:

Civil service list

10. The alternatives are less desirable than new hire action for the following reasons:-continued on reverse side-

Firefighter

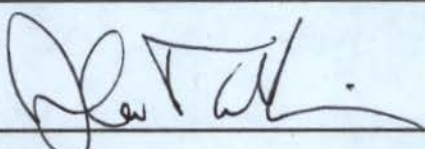
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## 13. Signatures:

Department Head Signature: 	Date: <u>10/12/21</u>
Human Resources Director: _____	Date: _____
Town Administrator: _____	Date: _____

## 14. Approvals:

Date on BOS Agenda: _____	Date Approved: _____
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## 15. Notes:

Drill school class to begin in February 2022 with graduation in late May.



## BROOKLINE FIRE DEPARTMENT

*Town of Brookline Massachusetts*

### FIRE DEPARTMENT HEADQUARTERS

John F. Sullivan  
Chief of Department  
Emergency Management Director

350 Washington Street  
PO Box 470557  
Brookline MA 02447-0557  
Tel: 617-730-2272  
Fax: 617-730-2391  
[www.brooklinema.gov](http://www.brooklinema.gov)

October 11, 2021

To: Brookline Select Board  
From: John F. Sullivan, Fire Chief/EMD  
Re: Recruit class – needs assessment

Through the Chair to the Board,

The Brookline Fire Department has a budgeted authorized compliment of 153 uniformed firefighters serving in roles in Suppression, Fire Prevention and Training. Our last recruit class was hired just over 2.5 years ago and graduated in late June 2019. As a result of normal attrition, (8) eight members have left employment in that time with another (3) three anticipated vacancies to occur prior to the next scheduled class; to bring us to the number of **(11) eleven vacancies submitted for your approval.**

We maintain minimum staffing of (4) four personnel per apparatus; (1) one Officer and (3) three firefighters which is the industry minimum standard for safety and efficiency within the “urban” environment as prescribed in N.F.P.A. 1710, and a contractual obligation. We have a suppression compliment of (5) engine companies and (2) ladder companies working from 5 stations within the borders of our community. These stations are situated to meet the minimum response times within 90% of the time for various response criteria, (essentially based on responses to structure fires and emergency medical calls). **Our daily minimum staffing is therefore (29) or 4 firefighters x 7 apparatus + (1) Deputy Chief shift commander.**

With the exception of calendar year 2020 during the COVID-19 world-pandemic, our department has seen a steady modest increase in call volume over the past decade. In 2019 our total responses were 8586 (6676) as of 10/11/1), as of today we are slightly ahead of pre-pandemic numbers at 6715 total responses to date. The trend, pre-pandemic was an additional 100-300 calls per/year; I believe as we slowly pull out of



## 8.A.

this pandemic the total increase will be more in the 100 additional calls for calendar 2021.

A more important analysis for the purposes of this needs assessment is the impact of vacancies on the budget. Although some overtime costs are off-set through savings in regular salary savings of budgeted vacancies, the total cost of maintaining minimum staffing far out-reaches any savings realized. In FY 19, prior to the recruit class impact, the total cost of overtime exceeded the budgeted amount by **-\$643,636** requiring a reserve fund transfer of approximately \$240K that year. In FY 2020 with the addition of the (10) firefighters, the fire department **ended the year with a modest surplus of \$7,879.**

**As of this date, at just over a quarter of the fiscal year, the department's overtime is over budget by -\$83,418, and in total, is expected to exceed a \$500K deficit.** An additional factor in the increased overtime anticipated this fiscal year is that in addition to the 8 current vacancies, we have an unprecedented number of personnel on injured-on-duty (IOD) status. Currently there are 17 members who are IOD, who we do not realize any cost savings for back-filling their positions. The Administration, in conjunction with the Human Resources department, are closely analyzing each case, and are examining methods to reduce preventable injuries.

The current strategy is to begin the hiring process immediately upon Select Board approval. This initial process can take up to three months for signing, background checks, physical abilities testing, scheduling and completing medical and psychological exams and personal protective equipment purchases. With the holidays approaching, our goal is to begin our 14-week class by mid-February, with a graduation date anticipated in late May 2022.

If you have any further questions, I'd be happy to answer them. Thank you again for your consideration.



John F. Sullivan, Fire Chief/EMD



# *Town of Brookline*

## *Massachusetts*

**Department of Planning and  
Community Development**

Town Hall, 3<sup>rd</sup> Floor  
333 Washington Street  
Brookline, MA 02445  
(617) 730-2130 Fax (617) 730-2442  
ASteinfeld@brooklinema.gov

**Kara Brewton**  
**Director**

To: Brookline Select Board

From: Roger Blood, Chair, Housing Advisory Board  
Virginia Bullock, Senior Housing Planner

Re: Preliminary Commitment for 108 Centre Street Project

Date: October 12, 2021

On September 22nd the Housing Advisory Board met to review the status of Hebrew Senior Life's project at 108 Centre Street, including a request for a preliminary commitment of \$3.375 million in Town funding to support the project.

The HAB is very pleased with the progress on this project to date and looks forward to working with HSL to produce 54 new units of much-needed affordable housing for low-income seniors. A preliminary commitment of Town funds at this time will allow HSL to continue forward in the process of leveraging state and federal funds with an ambitious goal of beginning construction by the spring of 2023.

The HAB voted unanimously to recommend that the Select Board make a preliminary commitment to Hebrew SeniorLife, Inc, as follows:

“The Town of Brookline is pleased to make a preliminary commitment of up to \$3,375,000 to Hebrew SeniorLife, Inc. for the proposed 54-unit affordable housing project at 108 Centre Street. This commitment will be fulfilled by a combination of Brookline Housing Trust, HOME, CDBG and/or ARPA funds, as available.

Conditions for this commitment include the following:

- Success in securing a Comprehensive Permit for the project;
- Success in securing non-Town funding resources adequate to develop and finance the project as proposed;
- Establishment of affordability restrictions in perpetuity; and

## 9.A.

- 25% Local preference in initial tenant selection, as permitted under law and by other funders.

This conditional commitment will be in effect for a period of two years, unless further extended by mutual agreement between both parties.

The promissory note will be for a term of not less than 30 years and will be accompanied a subordinate lien on the subject property. No current payment will be due nor repayment required unless the property ceases to comply with the applicable affordable housing covenants or the borrower otherwise defaults.”

We thank you for your consideration and have included a brief project summary outlining the current status of the project. We will continue to work with HSL as it finalizes permitting and funding over the next year. Deb Morse, Hebrew Senior Life’s Vice President of Real Estate, will be attending the Select Board meeting to make a brief presentation and answer any questions you may have regarding the project.

DRAFT

October 12, 2021

Lou Woolf  
President and Chief Executive Officer  
Hebrew Senior Life  
1200 Centre Street  
Roslindale, MA 02131

Dear Mr. Woolf,

The Town of Brookline is pleased to make a preliminary commitment of up to \$3,375,000 to Hebrew SeniorLife, Inc. for the proposed 54-unit affordable housing project at 108 Centre Street. This commitment will be fulfilled by a combination of Brookline Housing Trust, HOME, CDBG, and/or ARPA funds, as available.

Conditions for this commitment include the following:

- Success in securing a Comprehensive Permit for the project;
- Success in securing non-Town funding resources adequate to develop and finance the project as proposed;
- Establishment of affordability restrictions in perpetuity; and
- 25% Local preference in initial tenant selection, as permitted under law and by other funders.

This conditional commitment will be in effect for a period of two years, unless further extended by mutual agreement between both parties.

The promissory note will be for a term of not less than 30 years and will be accompanied a subordinate lien on the subject property. No current payment will be due nor repayment required unless the property ceases to comply with the applicable affordable housing covenants or the borrower otherwise defaults.

Thank you and we look forward to the successful completion of this important project.

Sincerely,

Heather Hamilton  
Chair  
Brookline Select Board



## **108 Centre Street: 54 Affordable Senior Residences and Community Space**

**Sponsor/Developer: Hebrew SeniorLife**

### Project Summary and Status

Hebrew SeniorLife (“HSL”) intends to develop a 7-story building for 54 low- and moderate-income senior households on a parcel it owns at 108 Centre Street. The project will also include approximately 5,000 square feet of community space on the ground floor that will be available to residents from the property, residents from the adjacent HSL communities, and seniors from the larger Brookline community.

There is significant need for affordable housing for seniors, particularly housing that includes robust supportive services as proposed by HSL. Recently, the Brookline Housing Authority indicated that there “...is near unlimited demand for affordable housing in Brookline.” As noted in the Town’s most recent Housing Production Plan, of the populations in need, “(seniors [were] the group about which participants were most concerned. Concerns included...that there is a shortage of housing with supportive services tailored to seniors.” HSL is acutely aware of the unmet demand for senior affordable housing in the area as it owns 336 apartments at its Center Communities of Brookline campus that had pre-Covid vacancy rates below 2% and currently has a combined waiting list of over 230 households.

All units in this project will be rented to households earning 60% AMI or below (\$56,400 annual income for one person). Four of the 54 units will be rented to households earning 50% AMI (\$47,000 annual income for one person) and the remaining 14 of the 54 units will be restricted to households earning less than 30% AMI (\$28,200 annual income for one person). The 18 units rented at 50% and 30% AMI will be supported by vouchers that will allow households to pay between 30%-40% of their income on rent.

All households will have access to the wraparound supportive services that HSL provides their residents. This includes the R3 program – Right Care, Right Place, Right Time, which embeds a Wellness Coordinator and a Wellness Nurse into the community with a focus on improving the quality of life and the health outcomes for the residents. Hebrew SeniorLife, as owner of the Center Communities of Brookline, has been a proud partner with the Town of Brookline for 20 years and throughout that time has championed a successful model for supportive housing centered on the needs of residents, with a focus on understanding what matters most to seniors, and assisting them in living their best lives.

HSL intends for the project to meet the stringent Passive House energy standards, with significant focus on the building envelope to ensure low operational energy usage. High performance windows, continuous exterior insulation, and fossil fuel-free building systems, with the exception of domestic hot water, will be utilized. Additionally, all unit and common area spaces will be designed to maximize universal design principles particularly





focused on the demographics of the senior population. This attention to detail starts at the exterior drop-off and pick-up lane in front of the building - detailed to maximize accessibility enabling seniors to access transportation safely in an off-street location. The interior of the building will be 100% visitable and has incorporated DHCD's Senior Housing Design Principles including lighting appropriate for those with low vision or early dementia, flooring materials that minimize tripping hazards, and kitchens and baths that can be easily adapted in the event the resident needs enhanced accessible features as he/she ages.

The Select Board from the Town of Brookline and DHCD are preliminarily supportive of the project as evidenced by the attached letters of support issued during the 40B Project Eligibility stage (Exhibit A). To date, HSL staff have convened 14 meetings with residents from its adjacent properties and with other neighbors and stakeholders. MassDevelopment's board of directors voted to provide Official Action Status ("OAS") for the project, which is an important threshold milestone for accessing scarce tax-exempt debt and Low Income Housing Tax Credits, and serves as an important signal of "readiness-to-proceed" for DHCD. The project is being formally reviewed by the members of the Town's Zoning Board of Appeals and we anticipate being in a position to submit to DHCD a pre-application in October 2021 with a full application following in January 2022, pending ZBA approval.

#### Project Team

Hebrew SeniorLife will serve as the sponsor, developer and property manager of the new development. HSL is a not-for-profit, Harvard Medical School-affiliated, senior care organization deeply rooted in Eastern Massachusetts and focused on providing improved quality of life and health outcomes for older adults. HSL does this through established and reputable health care services, as well as affordable and market-rate senior living campuses that become senior hubs and safety nets in the communities in which it operates. Emanating from its campuses is an extensive network of long-term services and supports for community-dwelling seniors including outpatient services, home care, private care, community palliative care, home therapy and hospice care. Throughout its 118-year history, HSL has served as a champion for seniors, taking on the challenges that those in its community face as they age. Through its unparalleled combination of experience, optimism, vision, and determination, HSL continually strives to improve the quality of life for people as they age, dispelling the notion that growing old has to mean growing frail. HSL promotes independence of all seniors and strives to transform every aspect of the aging experience for the better. HSL operates eight senior living communities serving seniors from diverse backgrounds and income levels. Four of these communities are in Brookline, where we provide over 500 units of service-enriched housing.

Our senior living communities demonstrate how the integration of health care and other support services helps residents enjoy healthy, independent, and socially-engaging lives well into their advanced years. Current residents at our Center Communities of Brookline campus and future residents of the proposed 54-unit community at 108

Centre Street will benefit from resident services staff, wellness and fitness programming, health care services, case management, transitions management, multigenerational programs, meals service, and our evidence-based Vitalize 360 program, which addresses "what matters most" to residents and provides one on one coaching so that residents may establish and fulfill life goals.



Hebrew SeniorLife was impacted in unimaginable ways during the COVID crisis but, because of our dedicated staff, generous donors, and our understanding of the intersections of health care and housing, we were able to pivot our operations to provide exactly the kind of care our residents have needed during this time. During one week in the spring of 2020, we handled 15,433 pounds of laundry, prepared and delivered 13,255 meals, made 3,116 check-in telephone calls to residents, filled and delivered 890 grocery orders, delivered via phone or computer 172 kinds of programming, and completed 168 dog walks. The residents living in the new 54 units at 108 Centre Street will be full citizens in all that Hebrew SeniorLife has to offer.

HSL has assembled a very experienced development team that includes ICON Architecture, an industry leader in sustainable multifamily design, and Affirmative Investments, Inc., an organization with decades of experience in partnering with non-profit organizations to finance and develop 100% affordable multifamily housing. Stantec Consulting Services, Inc., a leading engineering firm in Massachusetts is serving as the civil engineer and the traffic and parking consultant. The Law Office of Robert Allen Jr., LLP, which has extensive experience coordinating and advising on the permitting of projects through 40B process in Brookline, is HSL's local real estate counsel. Additionally Cohn Reznick will serve as project accountants and Nixon Peabody as tax counsel. Finally, Kaplan Construction is providing strategic cost estimating and pre-construction related services.



# *Town of Brookline*

## *Massachusetts*

**Department of Planning and  
Community Development**

Town Hall, 3<sup>rd</sup> Floor  
333 Washington Street  
Brookline, MA 02445  
(617) 730-2130 Fax (617) 730-2442  
ASteinfeld@brooklinema.gov

**Kara Brewton**  
**Director**

To: Brookline Select Board

From: Virginia Bullock, Senior Housing Planner  
David Guzman, Housing Planner

Re: Proposed Vote on HOME Substantial Amendment Request

FY21 HOME funds were initially programmed to support the BHA preservation initiative. At this time, HOME funds will not be required on either of the BHA's upcoming projects at 32 Marion Street or 50 Pleasant Street. In order to meet expenditure deadlines for the HOME Program, we are requesting that the Select Board undertake the following vote.

“To authorize a substantial amendment request to re-allocate the use of FY2021 Brookline HOME funds of \$206,175 from the “BHA Strategic Preservation Initiative” to support HOME eligible activities for ‘HSL108 Centre Street Senior Housing Development Project’.

This vote will amend the FY21 WestMetro HOME Consortium Annual Action Plan, as required by the HOME Program rules and regulations, and allow the Town to meet its commitment and expenditure deadlines for these funds.

This substantial amendment was approved by the Housing Advisory Board at its September 22, 2021 meeting.

Petitioners: Shira H. Fischer; 6177774844 townmeeting@shirafischer.com  
 Jonathan Klein; 6173081952 jklein728@gmail.com  
 Jonathan H. Davis; 6172771678 jdavis@kcl-law.com

"21 AUG 27 @11:47

## PART VIII – PUBLIC HEALTH AND SAFETY

### New Article 8.40: Trade in Fur Products

To see if the town will amend the general bylaws by adding the following new Article 8.40, Trade in Fur Products, providing as follows:

#### 8.40.1 - Purpose and Findings.

To protect the health and welfare of the inhabitants of this town, this bylaw will restrict trade in fur products. Fur farms are reservoirs and transmission vectors for dangerous zoonotic diseases, including SARS coronaviruses, that threaten public health, including in the Town of Brookline. In addition, the fur production process is energy intensive and has a significant environmental impact, including air and water pollution, and animals that are slaughtered for their fur endure tremendous suffering. Eliminating the sale of fur products in the Town of Brookline will decrease the demand for these cruel and environmentally harmful products and promote community health and wellbeing as well as animal welfare, and, in turn, will foster a more humane environment in the Town and enhance the reputation of the Town.

8.40.2 - Definitions. For purposes of this Article, the following words and phrases have the definitions set forth next to them:

“Fur”: Any animal skin or part thereof with hair, fleece, or fur fibers attached thereto, either in its raw or processed state.

“Fur product”: Any article of clothing or covering for any part of the body, or any fashion accessory, including, but not limited to handbags, shoes, slippers, hats, earmuffs, scarves, shawls, gloves, jewelry, keychains, toys or trinkets, and home accessories and décor, that is made in whole or part of fur.

“Fur product” does not include any of the following:

- a. An animal skin or part thereof that is to be converted into leather, or which in processing will have the hair, fleece, or fur fiber completely removed;
- b. Cowhide with the hair attached thereto;
- c. Lambskin or sheepskin with the fleece attached thereto; or
- d. The pelt or skin of any animal that is preserved through taxidermy or for the purpose of taxidermy.

“Non-profit organization”: Any corporation that is organized under 26 U.S.C. Section 501(c)(3) that is created for charitable, religious, philanthropic, educational, or similar purposes.

## 11.A.

“Retail transaction”: Any transfer of title of a fur product for consideration, made in the ordinary course of the seller’s business, to the purchaser for use other than resale or further processing or manufacturing.

“Taxidermy”: The practice of preparing and preserving the skin of an animal that is deceased and stuffing and mounting it in lifelike form.

“Ultimate consumer”: An individual who buys for their own use, or for the use of another, but not for resale or trade.

“Used fur product”: A fur product that has been worn or used by an ultimate consumer.

8.40.3 - Prohibitions. Notwithstanding any other provision of the bylaws, no person shall sell, offer for sale, display for sale, trade, or otherwise distribute for monetary or nonmonetary consideration a fur product in the Town of Brookline. For purposes of this section, the sale of a fur product shall be deemed to occur in the Town of Brookline if: (a) the buyer takes physical possession of the fur product in the Town; or (b) the seller is located in the Town.

8.40.4 - Exceptions. The prohibitions set forth in Section 8.40.3 of this Article do not apply to the sale, offer for sale, displaying for sale, trade, or distribution of:

- a. A used fur product by an individual (excluding a retail transaction), non-profit organization, or second-hand store, including a pawn shop;
- b. A fur product required for use in the practice of a religion;
- c. A fur product used for traditional tribal, cultural, or spiritual purposes by a member of a federally recognized or state recognized Native American tribe; or
- d. A fur product where the activity is expressly authorized by federal or state law.

8.40.5 – Penalty. Any person violating this bylaw shall be liable to the Town in the amount of \$300. Each fur product and every day upon which any such violation shall occur shall constitute a separate offense.

8.40.6 – Severability. If any section, subsection, paragraph, sentence, clause or phrase of this Ordinance shall be declared invalid for any reason whatsoever, such decision shall not affect the remaining portions of this Ordinance which shall continue in full force and effect, and to this end the provisions of this Ordinance are hereby declared to be severable.

8.40.7 – Effective date. This bylaw shall become effective upon satisfaction of the requirements for Attorney General approval and for posting or publication provided in M.G.L. c. 40 § 32, and no earlier than April 1, 2022.

Or act on anything related thereto.

**Petitioners' Explanation:** This article would make it unlawful to sell new fur products, such as clothing and home accessories, in our town. The bylaw, which includes a phase-in period, would not prohibit the possession of fur products, nor the purchase of fur products outside of Brookline. It does not apply to leather/cowhide, shearling, fur used for religious purposes, fur used for tribal, spiritual, or cultural purposes by members of a Native American tribe, second-hand fur, or the gifting of fur products. The purpose of this article is to address the environmental, humane, and health concerns caused by fur production.

The fur industry is extremely cruel to animals, and completely unnecessary. The vast majority of fur sold in America comes from fur farms, where animals spend their entire lives in small cages, unable to engage in behaviors natural to their species. When it is time for them to be slaughtered, fur farmers will often use the cheapest methods of killing available, including: electrocution, gas, poison, and suffocation. While it might once have been necessary to wear fur in order to stay warm, it is no longer. In 2021, there are so many cheaper alternatives available, that we can't justify killing animals for their fur.

In addition to the animal cruelty, the fur industry takes a great toll on the environment. It takes up land. Lots of food and water is required to feed the animals being raised for their fur. In addition to that, toxic chemicals such as chromium and formaldehyde are used to preserve the fur and prevent it from biodegrading. Waste runoff from fur farms can often end up in waterways or in natural habitats. With so many eco-friendly alternatives, we cannot justify the harm the fur industry does to the environment.

Fur farming also poses a public health risk. Animals on fur farms are kept so close together, that fur farms are breeding grounds, and transmission vectors for dangerous zoonotic diseases including SARS coronaviruses. Covid-19 outbreaks, which transmitted back to humans, occurred on multiple fur farms across Europe and the United States, resulting in the culling of tens of millions of mink. With so many alternatives that do not pose a public health threat, we cannot justify the public health threat that fur farming poses.

The towns of Weston and Wellesley, Massachusetts, have both already passed almost identical bylaws. They use very similar wording, with some minor differences, mostly to accommodate the town in which they are brought forth. The article passed in Wellesley, which is practically the same as this one, has been approved by the Massachusetts Attorney General.

**SIGNATURES** (Ten registered voters required)

The following registered Brookline voters support the inclusion of the submitted article in the warrant (**Fur Sale Restriction**).

	Signature	Print Name	Address
1.		EMI TAKINAMI	1455 BEACON ST #32
2.		Roslyn Feldberg	1501 Beacon St. #806
3.		Ross Feldberg	1501 Beacon St. #806
4.		Naomi Sweitzer	14 Grigg Terrace
5.		SUSAN F. MARTIN	11 Abbottsford Rd.
6.		CAROL CARO	1264 Beacon St # 2
7.		TRACY FINK	47 Winthrop #1
8.		Netzer	1751 Beacon
9.		Laura Turner	36 Stanton Rd #1
10.		Aleksandra Goncharov	70 Village Way
11.		Annie Mazur	67 Marion St Apt. 1
12.		Susan Kommit	35 Park St.
13.		MARION TICEARDI	6 BRADFORD TER #
14.		A. RIDZUESO	16 Holbard Rd.
15.		A. Natarajan	771 Boylston St. #2
16.		A. FADEN	206 Clark Road, DORCHESTER.
17.		Denise Humm-Delgado	97 Arlington Rd.
18.		Andrew Shalit	14 Griggs Ter
19.		Noam Scully	166 Thorncliffe St. #1
20.		BRITTANY REED	49 MARION ST.
21.		Lily Peters	185 Freeman St.
22.		Caroline Cutlip	1105 Thorncliffe St.
23.		ELISABETTA SASSAROLI	113 B Centre St.
24.		Joel Griffith	1454 apt 241 Beacon St
25.		To-Ha Thai	33 Weybridge Ln,
26.		David Nelson	33 Weybridge Ln
27.		Jill Greenberg	50 Winchester St.



28. ~~Anna~~ Anna Dorok 32 Saint Paul St.
29. ~~Jeanne~~ Jeanne Traxler 86 Greenough St
30. ~~Don~~ Don Hnatowich 65 Naples Rd
31. ~~Danielle~~ Danielle Drees 1720 Beacon St.
32. ~~Priya~~ Priya Ray 189 Rawson Rd, #1
33. ~~Mariz~~
34. ~~Mariz B. Ferguson~~ Mariz B. Ferguson 1494 Beacon St Bkln
35. ~~Sharon~~ Sharon Imber 185 Pleasant St #3
36. ~~Rachel~~ Rachel L Safer 194 Rawson Rd Brookline
37. ~~Morry~~ Morry Safer 194 Rawson Rd, Brookline
38. ~~Maureen~~ Maureen Coffey 21 Hawken Pt. Bkln
39. ~~Andrea~~ Andrea Jacobs 40 Williams St.
40. ~~Sandra~~ Sandra Kim 19 Winchester St 212
41. ~~Matthew~~ Matthew Kufner 12A St. 11 Street.
42. ~~Shannon~~ Shannon Benjamin 90 Park St #35
43. ~~Elena~~ Elena Rippel 89 Naples Rd #2
44. ~~Ariel~~ Ariel Maddocks 64 Griggs Rd
45. ~~Ryan~~ Ryan Black 10 Davis Ave Apt C.
46. \_\_\_\_\_
47. \_\_\_\_\_
48. \_\_\_\_\_
49. \_\_\_\_\_
50. \_\_\_\_\_

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# Fur-Free Brookline



## Animal Cruelty: Trapping and fur farming



 Daily Herald

<https://www.dailyherald.com/article/20111009/news/710099920/>



 DutchNews.nl

<https://www.dutchnews.nl/news/2020/06/nearly-600000-mink-killed-in-fur-farm-coronavirus-cull/>

## Fur farming: Environmental hazard


- Contaminates soil and waterways
- Uses toxic chemicals and heavy metals



 PETA UK

<https://www.peta.org.uk/blog/one-more-reason-to-ditch-fur-the-environment/>

## Fur farming: COVID-19

 National Geographic

Coronavirus is killing the Dutch mink industry

F

tl

 The Guardian

A million mink culled in Netherlands and Spain amid Covid-19 fur farming havoc



...

 CNN

Spain orders cull of nearly 100,000 farmed mink after animals test positive for Covid-19

... outbreak at a farm, where the animals are bred for fur, after a number ...  
mink after seven workers on the farm tested positive for Covid-19 and ...





11.A.

WESTON AND  
WELLESLEY HAVE  
PASSED ALMOST  
IDENTICAL  
BYLAWS

11.A.





## What is fur?

“Any animal skin or part thereof with hair, fleece, or fur fibers attached thereto, either in its raw or processed state.”



### How harmful is fur to the environment?

- CE Delft consults the European Parliament and the non-profit Greenpeace among others.
- A 2010 study conducted by CE Delft compared the environmental impact of many textiles including fur, wool, cotton, polyester, and faux-fur.
- Fur was by far the worst for the environment.



## Effective date

This article will become effective once it has been approved by the Massachusetts Attorney General, but no sooner than April 1st, 2022.



ARTICLE xX ARTICLE

Submitted by: Human Resources

To see if the Town will raise and appropriate, or appropriate from available funds, a sum or sums of money to fund the cost items in collective bargaining agreements between the Town and various employee unions; fund wage and salary increases for employees not included in the collective bargaining agreements; and amend the Classification and Pay Plans of the Town; or act on anything relative thereto.

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PETITIONER'S ARTICLE DESCRIPTION

This article is inserted in the Warrant for any Town Meeting when there are unsettled labor contracts. Town Meeting must approve the funding for any collective bargaining agreements.

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**ARTICLE XXX**

Submitted by: Select Board

To see if the Town will authorize the Select Board to petition the Legislature to amend Section 5 of Chapter 270 of the Acts of 1985 entitled "An Act Establishing the Position of Town Administrator in the Town of Brookline", as it may have been further amended, for the purpose of authorizing the Town to further delegate by General By-Law any and all licensing authority of the Select Board; provided, that the Legislature may reasonably vary the form and substance of the requested legislation within the scope of the general public objectives of this petition.

**AN ACT AMENDING SECTION 5 OF CHAPTER 270 OF THE ACTS OF 1985, AS AMENDED, TO AUTHORIZE DELEGATION BY GENERAL BY-LAW OF ALL SELECT BOARD LICENSING AUTHORITY**

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows:

SECTION 1. Notwithstanding Chapter 138, Chapter 140, or Chapter 148 of the Massachusetts General Laws, or or any other general or special law to the contrary, the Section 5 of Chapter 270 of the Acts of 1985 is hereby amended by striking the following text: ", except the licensing of innholders, lodging houses, common victuallers, food vendors, secondhand motor vehicles, open air parking, liquor sales and theaters and entertainment."

SECTION 2. This act shall take effect upon its passage.

or act on anything relative thereto.

**Explanation**

This article is submitted as part of the Select Board's efforts to streamline their meetings in order to allow for proper consideration of licensing matters by a licensing board that can efficiently address the variety of licensing functions on behalf of the Select Board. Many of the approvals the Board processes are for temporary licenses or for alternate managers which can easily be handled either administratively or by a licensing Board. Other matters that arise during license hearings require specialized knowledge or expertise (legal, health, safety, traffic, etc.) and it would be more efficient and responsible to appoint members or staff with those specific skill sets.

The Select Board meets weekly, and those meetings can last 5+ hours, with a barrage of issues on the docket. The growing policy issues regarding policing, climate change, funding, housing and many more requiring more of the Board's attention. The statutory requirements for licensing necessitate that certain matters requiring the Board's approval can't be evenly distributed throughout the course of a monthly schedule. This results in licensing approvals big and small

piling up on the agenda, which can cause disruption to the overall workload of the Board and inconvenience for business owners who don't have a predictable schedule for their approvals. The Tuesday evening schedule is likely disruptive to small business owners who often operate their establishments in the evening. The unpredictability of certain agenda items can mean that a license holder gets notice and appears for a matter which could actually be heard as much as an hour behind the estimate.

Section 5 of the Town special legislation known as the Town Administrator's Act, Chapter 270 of the Acts of 1985 as amended, states:

**"SECTION 5.** The town may, through its by-laws, delegate any licensing authority, except the licensing of innholders, lodging houses, common victuallers, food vendors, secondhand motor vehicles, open air parking, liquor sales and theaters and entertainment."

The Select Board seeks to strike the language of Section 5 that currently prevents the Town from delegating to an official or Town body that Select Board statutory licensing authority established by the Massachusetts General Laws. If approved by Town Meeting and the Massachusetts Legislature, the new language of Section 5 would state:

**"SECTION 5.** The town may, through its by-laws, delegate any licensing authority; ~~except the licensing of innholders, lodging houses, common victuallers, food vendors, secondhand motor vehicles, open air parking, liquor sales and theaters and~~ entertainment."

The Select Board has already begun discussions with the Committee on Town Organization and Structure to construct a General By-Law establishing the new licensing structure should this home rule petition pass. Amendments to Article 5.7 of the General By-Laws to create a new licensing structure would be the next step following approval of this article. That article would be filed at the 2022 Annual Town Meeting.

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## Background for Warrant Article

According to 2019 American Community Survey data from the U.S. Census Bureau, nearly 30% of Brookline residents are foreign-born. An estimated 5,661 Brookline residents or about 10% of the population speak English “less than very well”, *i.e.*, are limited English proficient (LEP). These include over 3,400 residents who primarily speak an Asian language (over 6% of residents) and nearly 1,200 who speak an Indo-European language (about 2% of residents). An additional estimated 7% of Brookline residents have a disability, some of which affect their ability to communicate. (U.S. Census Bureau, Selected Social Characteristics in the United States: Table DP02 Brookline town, Norfolk County, Massachusetts)

Federal law imposes an obligation on recipients of federal funding to take reasonable steps to make their programs, services, and activities accessible by eligible persons with limited English proficiency. Title VI of the Civil Rights Act of 1964 states that “No person in the United States shall on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” This has been interpreted to include discrimination based on an individual’s ability to speak and/or understand English, including by federal Executive Order 13166 which requires federal agencies to ensure that recipients of federal funding conduct a four-factor analysis, develop a language access plan, and provide appropriate language assistance.

Department of Justice regulations implementing Title II of the Americans with Disabilities Act require public entities to take appropriate steps to ensure that communications with persons with disabilities are as effective as communications with others. It also requires public entities to provide appropriate auxiliary aids and services where necessary to afford individuals with disabilities an equal opportunity to participate in, and enjoy the benefits of, a service, program, or activity.

The Town of Brookline will be receiving \$32 million in federal funding under the American Rescue Plan, which will be used to create a host of programs and services. The Town has received other federal funds in the past, which have implicated the need to provide language access services. This receipt of ARP funds creates heightened necessity and a unique opportunity for the town to comply with its obligations and to provide language access services to LEP residents, residents with disabilities, or residents affected by both.

The draft report of the Disparity Study being conducted by the Office of Diversity, Inclusion and Community Relations, to be finalized in the Fall 2021, has identified language access as a disparity. The Town does not have a language access policy. The proposed Article is designed to fulfill the Town’s obligations under Title VI of the Civil Rights Act, Executive Order 13166 and the Americans with Disabilities Act.

The estimated additional cost of the proposed Article is approximately \$200,000 per year. This includes \$80,000 in salary and benefits for a new position of Language Access Coordinator and \$120,000 for interpretation and translation services for public-facing Town Departments. The

estimate for translation services is based on the \$120,000 per year that was respectively spent and budgeted by the Public Schools of Brookline for 2020-21 and 2021-2022 for such services.

ARTICLE \_\_\_\_

Submitted by: Chi Chi Wu, Town Meeting Member Pct.7 (Corresponding petitioner); Raul Fernandez, Vice Chair, Select Board; Mariah Nobrega, Town Meeting Member Pct.4 and Member, School Committee; Brookline Asian American Family Network

To see if the Town will adopt the following as a new Article 3.XX of the Town By-laws:

Article 3.XX

Provision of Language Access Services

Section 3.XX.1. Definitions

"Limited English proficient" or "LEP" individuals: individuals who do not speak English as their primary language and have a limited ability to speak, read, write, or understand English.

"Oral interpretation": the act of listening to something in one language (source language) and orally translating it into another (target language).

"Written translation": the replacement of a written text from one language (source language) into an equivalent written text into another language (the target language).

"Auxiliary aids and services": items, equipment or services that assist effective communication between a deaf or hard of hearing individual and an individual who is not deaf or hard of hearing.

"Language access services": oral interpretation services, written translation services, and auxiliary aids and services.

"Department": any department, commission, office, agency or other division of the Town of Brookline.

"Direct public contact": (1) services administered by a Town department directly to program beneficiaries and/or participants or (2) interactions in person, over the telephone, or electronically with members of the public.

Section 3.XX.2. Language Access Plan

The Town of Brookline shall develop and implement a language access plan by which the Town will provide language access services to LEP residents and members of the public. The plan shall include detailed steps and specific actions that the Town will take to ensure language access, establish deadlines by which actions will be taken, identify responsible personnel assigned to implement the plan, and establish priorities relative to the implementation of these plans. The



plan shall also include guidelines regarding which Town and departmental documents must be subject to written translation in specific languages.

The language access plan shall be developed simultaneously while undertaking an analysis of the following four factors: (1) the number or proportion of LEP persons served or encountered by each department, while recognizing that such numbers may be artificially depressed due to lack of language access; (2) the frequency with which LEP persons come into direct public contact with each department; (3) the nature and importance of the program, activity, or service provided by the department; and (4) the resources available and costs to each department, as well as the resources that the Town can make available to each department to serve LEP individuals. The plan shall designate those languages for which the Town must provide language access services, which shall be re-evaluated every 10 years.

#### Section 3.XX.3. Language Access Coordinator

There shall be a Language Access Coordinator (hereinafter Coordinator), which shall be a full-time position within the Office of Diversity, Inclusion and Community Relations as established in Article 3.14.2 and report to the Director of that Office. The role of the Coordinator is to: (a) focus upon language access needs of LEP residents, the Town's compliance with this Article, and ensuring the ability for full, meaningful participation by LEP residents in Town benefits, services, and activities; (b) along with the Americans with Disabilities Act (ADA) Coordinator, develop and implement the language access plan described in Section 3.XX.1 on a Town-wide basis; and (c) along with the ADA Coordinator, oversee the implementation of the language access plan by individual departments and provide departments with technical assistance and consultation.

#### Section 3.XX.4. Department liaisons; budget for language access services

- (a) Each department that engages in direct public contact shall designate a Language Access liaison. Such liaison shall be charged with implementation of the language access plan described in Section 3.XX.1 with respect to that department.
- (b) Each department that engages in direct public contact shall have included in its budget an amount set aside for language services. Such amount shall be used to pay for translation of written materials; in person, telephonic, or online oral interpretation services; auxiliary aids and services, and such other expenses related to providing language access services.
- (c) When hiring new staff members, each department that has direct public contact is encouraged to consider recruiting applicants who are proficient in a language other than English.

#### Section 3.XX.5. Town Employee Language Capacity


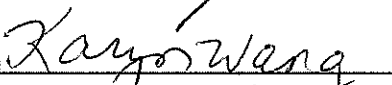
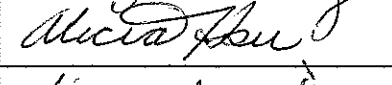
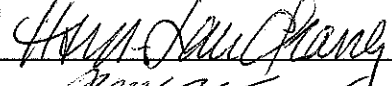
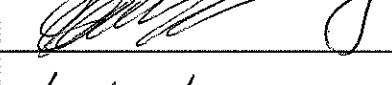
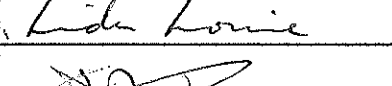
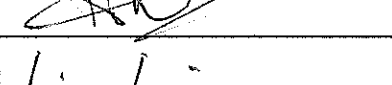
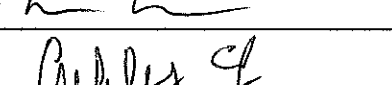


Within 180 days of the passage of this Article, the Director of Human Resources or the Director's designee shall conduct a survey of the language abilities of all Town employees. The

Director shall publish a directory of employees who indicate they are proficient in a language other than English and are willing to provide informal oral or ASL interpretation or written translation services voluntarily.

**Section 3.XX.6. Recommendations on Language Access from the Disparity Study Report**

The Town of Brookline shall make every effort to implement the recommendations regarding language access that will be included in the Disparity Study report to be issued by the Office of Diversity, Inclusion and Community Relations.

**Signatures in support of submission of Warrant Article (must registered to vote in Brookline)**

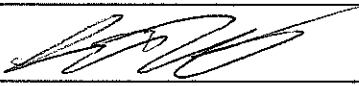
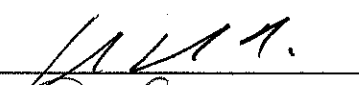
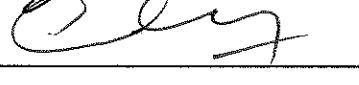
Signature	Print Name	Address
	Grace Y. Watson	817 Washington St.
	Karyn Wang	66 Evans Rd.
	Alicia Hsu	44 Beverly Rd.
	HSIU-LAN CHANG	156 WARWICK Rd.
	SHALINI KASIDA	104 RAWSON RD
	LINDA LOUIE	199 ST. PAUL ST
	Dhanesh Samarasen	128 Chestnut
	Lindsey Louie	199 St Paul St
	Ashley Eng	144 Columbia St.
	Situl Mehta	667 Chestnut Hill Ave.

Director shall publish a directory of employees who indicate they are proficient in a language other than English and are willing to provide informal oral or ASL interpretation or written translation services voluntarily.

**Section 3.XX.6. Recommendations on Language Access from the Disparity Study Report**

The Town of Brookline shall make every effort to implement the recommendations regarding language access that will be included in the Disparity Study report to be issued by the Office of Diversity, Inclusion and Community Relations.

**Signatures in support of submission of Warrant Article (must registered to vote in Brookline)**

Signature	Print Name	Address
	Steven Watson	817 Washington St, Brookline
	Chi Chi Wu	14 Marion Terrace
	Andrew Leong	17 Marion Ter

# WARRANT ARTICLE 18: LANGUAGE ACCESS

Chi Chi Wu

Presentation to the Select Board (October 12)/Advisory  
Committee Human Resources Subcommittee (October  
14)

# The Petitioners

- Chi Chi Wu, TMM Pct 7
- Dr. Raul Fernandez, Brookline Select Board Vice Chair
- Mariah Nobrega, School Committee member and TMM, Pct. 4
- Brookline Asian American Family Network
- Developed in consultation with:
  - *Office of Diversity, Inclusion and Community Relations*
  - *Commission for Diversity, Inclusion and Community Relations*
    - *Immigrant Advancement Committee*

# The Need

- Estimated 5,661 Brookline residents or about 10% of population speak English “less than very well” - limited English proficient (LEP)
- Over 3,400 residents primarily speak an Asian language (over 6% of residents)
- Nearly 1,200 who speak an Indo-European language (about 2% of residents).
- Estimated 7% of Brookline residents have a disability
  - *May affect their ability to communicate.*

Source: U.S. Census Bureau, [Selected Social Characteristics in the United States: Table DP02 Brookline town, Norfolk County, Massachusetts](#) 2019



# The Laws

- Title VI of the Civil Rights Act of 1964
  - *No person in the United States shall on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance*
- Executive Order 13166 – requires recipients of federal funding to:
  - *conduct a four-factor analysis*
  - *develop a language access plan*
  - *provide appropriate language assistance.*
- Title II of the Americans with Disabilities Act
  - *DOJ regulations require public entities to take appropriate steps to ensure comparably effective communications with persons with disabilities*

# The Opportunity/Obligation

- ***At least \$32 million in American Rescue Plan funds***
  - *Creates heightened obligation*
  - *Creates opportunity*
- Language access identified as an issue in Disparity Report
- Town does not have a language access plan

# The Warrant Article

- Language Access Coordinator
  - *To be placed in the Office of Diversity, Inclusion and Community Relations*
- Language Access Plan
- Each public-facing department to have
  - *Language Access liaison*
  - *Budget for interpretation, translation, auxiliary aids & services and other language access needs*
- Survey of Town employees for language access ability
- Efforts to implement other recommendations re language access in Disparity Study

# The Estimated Cost

- Approximately \$200,000 per year.
  - *\$80,000 in salary and benefits for a new position of Language Access Coordinator*
  - *\$120,000 for interpretation and translation services for public-facing Town Departments*



# QUESTIONS?

## ARTICLE XX

**Financial Impact of proposed warrant articles**

Submitted by: John Doggett ([john@jdoggett.net](mailto:john@jdoggett.net) 617-566-5474), TMM P13, and Neil Gordon ([neil@nrgordon.com](mailto:neil@nrgordon.com) 508-265-1362), TMM P1

To see if the Town will amend the Town's General Bylaws as follows (additions in **bold underline**):

## SECTION 2.1.4 WARRANT REPORTS FOR ARTICLES

There shall be filed with each Article intended for the Warrant a brief statement or explanation by the proponent **which shall include the financial impact on the Town of implementing the proposed change**. The Select Board shall prepare a report on the Articles in the Warrant to be included in the combined reports described in Section 2.5.2.

An Article submitted by the Select Board, or other Town Board, Commission or Department, shall be deemed to be incomplete and not acceptable for insertion in the Warrant unless all plans, specifications and estimates and other supporting data necessary for its consideration by Town Meeting, as well as the explanation of the purpose of the Article, are submitted prior to said deadlines. The insertion of such an Article in the Warrant by the Select Board shall be conclusive evidence of compliance with the condition set forth in the preceding sentence.

The Warrant for the Annual Town Meeting shall include an Article providing the opportunity to terminate and close out accounts for special appropriations of prior years that were authorized at a Town Meeting beginning 22 or more months before the start of said Annual Town Meeting.

The requirements of sections 2.1.2 through 2.1.4, inclusive, may be waived when the Select Board determine that emergency conditions, or a situation requiring immediate action or the provisions of any general or special law require such a waiver

or act on anything relative thereto.



## ARTICLE XX

**Financial Impact of proposed warrant articles**

Submitted by: John Doggett ([john@jdoggett.net](mailto:john@jdoggett.net) 617-566-5474), TMM P13, and Neil Gordon ([neil@nrgordon.com](mailto:neil@nrgordon.com) 508-265-1362), TMM P1

## EXPLANATION

This Article proposes requiring petitioners to consider and briefly describe the financial impacts of the proposed article on the Town, if any.

In its final report, the Brookline Financial Advisory Committee ("BFAC") in recommendation 3 said, "To the extent permissible, reform the warrant article development, review, and implementation process to enable consistent, transparent, robust analysis and reporting of each article's short-term and long-term costs and benefits; to discourage financial appropriations made outside the annual budget cycle; and to take into consideration the limitations of staff time and volunteer resources." This Article represents a modest step in moving toward satisfying that recommendation. The proposed amendment does not prescribe the lengths and depths of analysis of financial impact. That is left to the proponent(s), and as may be suggested from time to time by reviewing bodies, and, in particular, the Advisory Committee.

This Article, if adopted, will, at a minimum, be a reminder to Proponents that they should take seriously the financial impact of their proposals, and that reviewing boards committees and commissions take into account the extent of, or lack of, any meaningful description of financial impacts, in their recommendations to Town Meeting.

There are no costs associated with the implementation of this Article. On the other hand, there will be a positive impact on the Town's decision making.



## EXPLANATION

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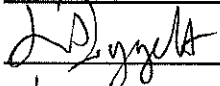
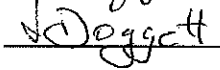
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There are no costs associated with the implementation of this Article. On the other hand, there will be a positive impact on the Town's decision making.

## ARTICLE XX Financial impact in warrant article explanations

Signature	Name printed	Address	Precinct
	John DUGGITT	8 PENNINGTON RD	13
	JENNIFER DUGGITT	8 PENNINGTON RD	13

## EXPLANATION

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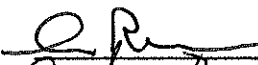
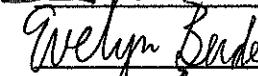
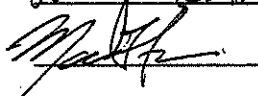
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## ARTICLE XX Financial impact in warrant article explanations

Signature	Name printed	Address	Precinct
	Lynda Roseman	49 Ackers Ave	14
	EVELYN BERDE	14 DORAN Rd.	14
	MARTIN FISHKIL	49 ACKERS AVE	14

**ARTICLE \_\_ Changes in polling locations and other election related matters:**

Neil Gordon, TMM1, Petitioner      phone: 508 265 1362      email: [neil@nrgordon.com](mailto:neil@nrgordon.com)

To see if the Town will vote to amend Article 3.22 of the General By-laws, by renaming the Article and by adding a new section, as follows (deletions in ~~strike through~~; additions in **bold underline**):

**ARTICLE 3.22 THE PUBLIC'S RIGHT TO BE HEARD ON WARRANT ARTICLES**

**Section 3.22.1 THE PUBLIC'S RIGHT TO BE HEARD ON WARRANT ARTICLES** - Any committee as defined in section 1.1.4, before taking its first or only vote with respect to an Article on the Warrant, must hold a duly noticed public hearing with respect to the Article, and the committee's permanent record must record that a duly noticed public hearing with respect to such Article occurred before such vote. Due notice of the public hearing shall be satisfied if the due notice complies with the Open Meeting Law (G.L. C. 30A, secs. 18 et seq.) and By-law 3.21.3(a). The vote may take place at any time or date after the completion of the duly noticed public hearing. This Article shall not apply to the plenum of the Advisory Committee or School Committee, provided a subcommittee of those bodies assigned to review and report to the full Committee on a warrant article complies with the by-law by holding a duly noticed public hearing before any vote on said warrant article.

**SECTION 3.22.2 CHANGES IN POLLING LOCATIONS AND OTHER ELECTION RELATED MATTERS** - If practicable, no action shall be taken by the Town except following a duly noticed public hearing by the Town Clerk, Select Board, or other applicable body, with respect to the following:

- (i) Change in polling location, including for early voting;
- (ii) Reduction in staffing levels at polling locations from the last town or state election, as the case may be;
- (iii) Change in times when the Town Clerk's office is open to the public;
- (iv) Change in practice regarding the verification of voter signatures on nominating petitions, warrant article petitions, and the like; and
- (v) Any other election-related change in policy or practice.

Due notice of the public hearing shall be satisfied if the due notice complies with the Open Meeting Law (G.L. C. 30A, secs. 18 et seq.) and By-law 3.21.3(a).

Or take any other action relative thereto.

ARTICLE \_\_ Changes in polling locations and other election related matters.

Neil Gordon, TMM1, Petitioner

phone: 508 265 1362

email: [neil@nrgordon.com](mailto:neil@nrgordon.com)

WARRANT ARTICLE EXPLANATION

In July of this year, President Biden said this: "Some things in America should be simple and straightforward. Perhaps the most important of those things — the most fundamental of those things — is the right to vote; the right to vote freely, the right to vote fairly, the right to have your vote counted." President Biden added, "... it's up to all of us to protect that right."

Favorable Action on this Article will make it clear that we, the people, have a right to be heard before decisions are made relating to, in President Biden's words, "the most fundamental of things, the right to vote."

This Article, if adopted, would not change the authority of the Select Board, the Town Clerk, or any Town board, committee or commission. It would, though, ensure that except in extraordinary circumstances, decisions impacting elections be made only after the public has been heard.

Given the importance of election-related decisions to the democratic process, the modest burden imposed on elected and/or appointed Town officials, or on Town staff, in scheduling and holding an occasional public hearing, is well worth the anticipated extra effort.

Adoption of this Article will have no significant financial impact on the Town.





11.A.

**ARTICLE \_\_ Changes in polling locations and other election related matters**

Signature	Name printed	Address	Precinct
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<u>E. Rosen</u>	LYNDA ROSENAN	49 ACKERS AVE	14
<u>Evelyn Berde</u>	EVELYN BERDE	14 Doran Rd.	14
<u>M. Fish</u>	MARTIN FISHEIN	49 ACKERS AVE	14

ARTICLE \_\_ Changes in polling locations and other election related matters

Page: 133

**\*\*HOME RULE PETITION\*\***

'21 SEP 2 #10:01

Submitted by: Bonnie Bastien (TMM 5), Mike Toffel (TMM 8), Elizabeth Schafer (TMM 10), Marissa Vogt (TMM 4), Jeffrey Benson (TMM 3) and Anne Weaver (TMM 11)

To see if the Town will authorize and empower the Select Board to file a petition with the General Court for special legislation as set forth below:

**AN ACT EXEMPTING THE TOWN OF BROOKLINE FROM IN-PERSON QUORUMS.**

*Provided that the General Court may reasonably vary the form and substance of this requested legislation which shall be within the scope of the general public objectives of this petition, be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows:*

**SECTION 1.** The town of Brookline shall be exempt from the provision of chapter 30, section 20(d), that requires that a quorum of the body, including the chair, be present at an in-person meeting location (specifically, from "and provided, further, that a quorum of the body, including the chair, are present at the meeting location").

**SECTION 2.** This act shall take effect upon its passage.

Or act on anything relative thereto

\*\*\*

## Explanation

This resolution and home rule petition seek to lead Brookline to provide audiovisual accessibility for all public body meetings subject to Open Meeting Law (OML), and to extend the option for fully remote participation in such meetings, which would otherwise not be possible once Massachusetts' emergency OML provisions expire.

## SUMMARY

In particular, we are proposing:

(1) a resolution that asks the Town to acquire and install audiovisual equipment in municipal conference and hearing rooms, and conduct relevant training to enable audiovisual remote participation at all meetings subject to OML held by executive branch public bodies, the Advisory Committee (AC), and the Committee on Town Organization and Structure (CTO&S)--as well as all committees created pursuant to Town Meeting votes. The resolution asks the Town to complete these tasks by November 1, 2022, providing a year for implementation; and

(2) a home rule petition seeking the State Legislature to exempt Brookline from the Massachusetts OML clause that stipulates that public body meeting quorum requirements must be met by the chair and other members attending in person. The home rule petition would make it legally permissible--but not required--for meetings of public bodies to be conducted fully remotely, as has occurred during the COVID emergency.

If Town Meeting passes the resolution and the Town enacts it *and* if Town Meeting passes the home rule petition and the Massachusetts legislature enacts it, the Brookline public bodies listed above would have discretion to decide which of its meetings would be hybrid and which would be fully-remote, but limiting meetings to only in-person attendance would not be allowed.

## RATIONALE

Massachusetts' emergency OML provisions have allowed public meetings to occur fully remotely over the past 18 months, which has created never-before-seen access for residents to participate in Town government both as meeting attendees AND as members of a public body. Remote work and virtual meetings at this scale have been an accessibility accommodation that the disability community and organizations like the Boston Center for Independent Living have long been calling for. Dianna Hu, chairperson of the Boston Center for Independent Living, called remote participation "the latest manifestation of universal design." Universal design is the design and composition of an environment so that it can be accessed, understood and used to the greatest extent possible by all people regardless of their age, size, ability, or disability. Examples of such accessibility features include sidewalk curb cuts, elevators, and video closed captioning. We have an opportunity to maintain the access created in the response to a crisis, and we should maintain this critical civic tool after the pandemic subsides.

These articles set Brookline on the path toward removing access barriers to those most often excluded from engaging in Town government, better enabling them--and all Town residents--to serve as public body members and to attend public body meetings. Those who especially benefit include residents whose work requires inflexible hours, who work multiple jobs, who are parents or caregivers who lack alternative care options, those who cannot drive or lack transit access, people with health challenges, and people with disabilities. Policies created within our public bodies can have a large impact on the people who are most excluded from participating in them. The ability to attend meetings remotely has eliminated critical access barriers to a "seat at the table" for the past 18 months. We must not return to an inequitable past as we move forward after the pandemic.

These articles strive to maintain the option for a public body to meet fully remotely, but leave the decision to public bodies of whether and when to do so, or else to meet in-person while providing access for some to participate remotely (that is, hybrid). When the public body chooses to meet fully remotely, this would remove an in-person setting -- as we have experienced over the past 18 months. Though this option might cause concern for members and other attendees who prefer to attend meetings in person, that inconvenience is outweighed by the benefit of increasing access for all residents. We expect that public bodies would use their discretion of whether to meet in a hybrid or fully-remote manner by making decisions on a case-by-case basis based on the needs of their members and attendees--and the meeting's agenda items.

Researchers at Boston University studied public meeting participation in nearly 100 Massachusetts municipalities during the first six months of the pandemic and found strong evidence that Zoom meetings do not depress meeting turnout from older community members

([https://www.housingpolitics.com/research/online\\_meetings\\_participation.pdf](https://www.housingpolitics.com/research/online_meetings_participation.pdf)). They did not find that remote meetings increased participation by underrepresented groups, but noted that individuals in these groups were also disproportionately grappling with job losses, childcare burdens, and other challenges during the study period. Additionally, their study included only planning board and zoning board meetings, which are even less likely to be attended by renters and other residents from underrepresented groups (Yoder 2020, American Political Science Review, 114, 4, 1213–1229, <http://stanford.edu/~yoderj/localmeetings.pdf>).

These warrant articles maintain the spirit of the Open Meeting Law and improve on the OML to account for today's technological capabilities. The pre-COVID OML requires an in-person quorum, including the chair, for public meetings but explicitly carves out an exception for local commissions on disability, recognizing the importance of remote participation to certain subsets of the community. The OML states that "(i)f a local commission on disability is authorized to utilize remote participation, a physical quorum of that commission's members shall not be required to be present at the meeting location" but that the commission chair or their representative must still attend in person

(<https://malegislature.gov/laws/generallaws/parti/titleiii/chapter30a/section20>). Our collective experience over the past 18 months shows that we have the technology needed to suspend the in-person quorum requirements for *all* public bodies, not just local commissions on disability, and still run meetings efficiently and successfully.



To enable all who wish to attend meetings remotely (whether the meeting is fully-remote or hybrid), the Town must remove any access barriers. For example, the public library already lends laptops and hotspots and could increase their communications to ensure residents know about this resource. Librarians (or others) could train residents to use the audio-visual software necessary to participate, such as Zoom. The Town should also engage with Brookline Interactive Group (BIG) and other partners to facilitate remote participation.

Ensuring all residents are fully able to access and participate in the public sphere--such as requirements to provide curb cuts, elevators, and closed captioning--requires investment. Ensuring remote access to public meetings is no different. It is fairly straightforward to extend the option of holding remote-only meetings by maintaining Zoom accounts necessary to support that option, as the Town has used since March 2020. In contrast, enabling hybrid meetings requires investment in in-room cameras, monitors, and projectors. Those public bodies that currently benefit from staff support (e.g., Select Board, Advisory Committee, and the Transportation Board) could have those existing staff members activate and deactivate the technology, incurring virtually no additional staff cost—beyond a few hours of initial technical training. For those public bodies that do not currently benefit from staff support, Town staff or others would need to create video training sessions for a member or a volunteer to activate and deactivate the technology. In addition, an IT helpdesk might need to be staffed to provide immediate technical support if problems arise.

The Select Board Hearing Room has audiovisual equipment already installed. The Office of the Select Board provided cost estimates for the other hearing room and municipal conference rooms. The audiovisual equipment and installation for the School Committee Hearing Room would cost about \$20,000. The cost to equip all 12 municipal conference rooms with audiovisual technology is estimated to be up to \$150,000 (including staff time), although it could be less depending on the technology chosen for each room.

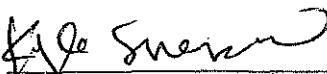

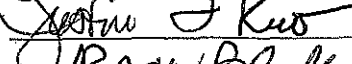
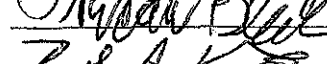
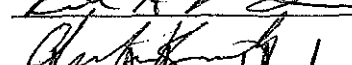




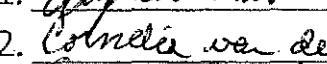
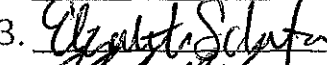
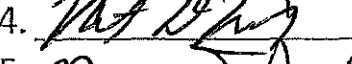

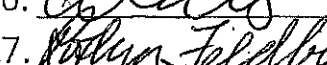
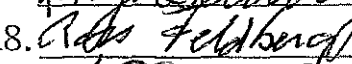

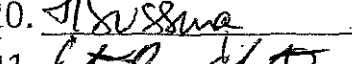
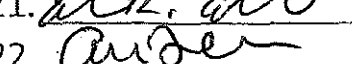
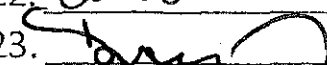

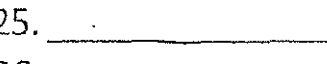


# Home Rule Petition to exempt Brookline from in-person quorum rules.

Warrant Article signature page

Primary Petitioners - Bonnie Bastien p5 and Mike Toffel p8

SIGNATURES (Ten registered voters required)

The following registered Brookline voters support the attached submitted article.

<u>SIGNATURE</u>	<u>print name</u>	<u>Address</u>
1. 	Kyle Shersohn	38 Oakland Rd.
2. 	Carol D. Kuo	39 Oakland Rd
3. 	JUSTIN F. KUO	39 OAKLAND RD
4. 	Ryan Black	10 Davis Ave
5. 	Raul Fernandez	99 Beals St.
6. 	Christina Kavach	99 Beals St.
7. 	Ariel Maddocks	64 Griggs Rd
8. 	Emily Tokimami	1455 Beacon St. #32
9. 	Christopher Strunfels	1455 Beacon St #32
10. 	Jonathan Klein	150 St. Paul #406
11. 	Elizabeth Neill	129 St. Paul St. #3
12. 	Cornelia van der Ziel	100 W. <del>5th</del> Rd
13. 	Elizabeth Schafer	28 James St #3
14. 	Robert Lepson	36 Thornlike St. p9
15. 	Naomi Sweitzer	14 Griggs Terr
16. 	Andrew Shalit	14 Griggs Ter p 10
17. 	Roslyn Feldberg	1501 Beacon #806 P10
18. 	Ross Feldberg	1501 Beacon St #806 10
19. 	Lilly Gaehde	7 Griggs Ter
20. 	HELEN C. SUSSMAN	15 Griggs Ter
21. 	Ethan R. Colton	15 Griggs Ter
22. 	Anne Weaver	87 Mason Ter P11
23. 	DAVID GACITUCH	18 Spooner Rd P13
24.		
25.		
26.		
27.		
28.		
29.		
30.		

Proposed Warrant Article to require documentation of roll call votes  
August 29, 2021

'21 AUG 31 AM 8:34

Submitted by: Mike Toffel, TMM 8

To see if the Town will amend the Town's General By-laws as follows  
(language to be stricken appearing in ~~strikeout~~, language to be added  
appearing in underline):

ARTICLE 2.1 TOWN MEETINGS

ARTICLE 2.1.15 TOWN MEETING COMMITTEES

Committees that are established pursuant to a vote of Town Meeting and are not considered by the Attorney General to be "Public Bodies" under the Open Meeting Law shall conduct their meetings in a manner that is consistent with the provisions and intent of the Open Meeting Law.

All committees that are established pursuant to a vote of Town Meeting shall record in the minutes of their meetings a roll-call showing the vote of each member for all votes, except when approving minutes or, at the discretion of the Chair, when voting on other administrative matters.

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ARTICLE 2.3 COMMITTEE ON TOWN ORGANIZATION AND STRUCTURE

SECTION 2.3.4 VOTES

CTO&S shall record in the minutes of its meetings a roll-call showing the vote of each member for all votes except when approving minutes or, at the discretion of the Chair, when voting on other administrative matters.

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ARTICLE 3. EXECUTIVE BRANCH GENERAL MATTERS

ARTICLE 3.0.1

All elected or appointed public bodies identified in this Article 3 that are subject to the Open Meeting Law shall record in the minutes of their meetings a roll-call showing the vote of each member for all votes except when approving minutes or, at the discretion of the Chair, when voting on other administrative matters.

or act on anything relative thereto.

12.A.

PETITIONER'S ARTICLE DESCRIPTION

The Town of Brookline is governed in a highly participatory manner, including more than 80 public bodies that are subject to Open Meeting Law (OML) requirements. OML provisions require some transparency, but does not require votes be documented via roll call. As such, there are many instances where the only way to know how each member voted, is to attend the meeting live or, for the subset that are video recorded, to watch the recording. This results in poor transparency and accountability, and can be easily remedied by requiring votes to be conducted via roll call and be documented. This article seeks to require this of public bodies focused on executive branch activities, as well as CTOS and Moderator's Committees (which are appointed by the Moderator), and excepts votes when approving minutes and, at the Chair's discretion, other administrative matters. Examples of the latter might include, for example, votes on scheduling future meetings or adjournment.

The article does not address Town Meeting, where roll call votes can be called for via procedures documented elsewhere. It also does not address the Advisory Committee, which takes many preliminary votes, which in some cases results in reversals (which can be confusing to those not observing the meeting), is an unusually large committee (and thus roll call votes can meaningfully lengthen meetings) and is already required by bylaw to document roll call votes for all of its recommendations to Town Meeting.

The rationale for this article is based on the principles of transparency and accountability:

- The public has a right to know how the members of the town's public bodies vote on all non-administrative matters, and should not be required to attend meetings or watch videos to obtain this information. Requiring roll-call votes of nearly all public bodies is also important because some of their members are also involved in outside advocacy groups.
- Knowing the votes of public body members can provide additional contextual information that can be valuable to those appointing these members (e.g., Select Board members and the Moderator), and to the public who votes for those making these appointments.

This article does not provide an exemption for unanimous votes because relying on attendance records as a substitute for roll call vote document is imperfect: because members arriving late or leaving early might miss votes, and lead attendance records to be incomplete.

This article has been drafted in a parsimonious manner, suggesting the addition of merely three sentences.

There is no cost to implementing this recommendation, as minutes are already required to be taken and posted for all meetings subject to Open Meeting Law.

12.A.

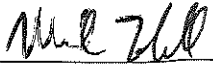

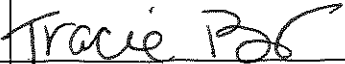



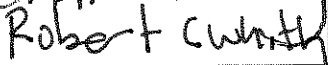

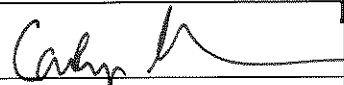
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## Warrant Article signature page

The following registered Brookline voters support the attached article on roll call votes

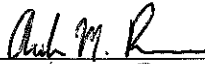
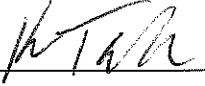
*Please write neatly as the Town Clerk will need to validate that you are a registered voter.*

	Signature	Printed name	Address
1		Michael Toffa	25 Abbottsford Rd
2		ERIN DEEMER	25 Abbottsford Rd
3		Tracie Burns	100 Beals St.
4		DAVID KROOP	27 OSBORNE RD
5		Elissa Yandover	27 Osborne Rd
6		Charles Whitley	41 Abbottsford Rd
7			41 Abb. Hsford Rd
8		Carolyn Goodwin	47 Manchester Rd.
9			
10			

## Warrant Article signature page

The following registered Brookline voters support the attached article on roll call votes

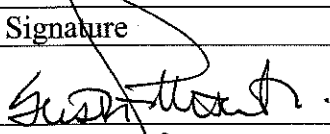
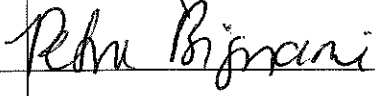
*Please write neatly as the Town Clerk will need to validate that you are a registered voter.*

	Signature	Printed name	Address
1		ARDEN REAMER	72 STEDMAN ST.
2		Kevin Taback	72 Stedman St
3			
4			
5			
6			
7			
8			
9			
10			

## Warrant Article signature page

The following registered Brookline voters support the attached article on roll call votes

*Please write neatly as the Town Clerk will need to validate that you are a registered voter.*

	Signature	Printed name	Address
1		SUSAN F. MARTIN	11 Abbottsford Rd, Brookline
2		Petra Bignami	146 Tappan Street, Brookline
3			
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TOWN OF BROOKLINE  
ADVISORY COMMITTEE  
Administration and Finance Subcommittee

The Administration and Finance Subcommittee held a public hearing for Articles 10,11 and 12 on September 20, 2021 at 5:00 p.m., via Zoom. The public hearing was attended by Melisa Goff, Deputy Town Administrator; Feng Yang, Chief Information Officer; Ben Kauffman, Town Clerk; subcommittee members Harry Bohrs, Dennis Doughty (Chair), Neil Gordon, Kelly Hardebeck and Alok Somani; petitioners Mike Toffel (TMM 8) and Bonnie Bastien (TMM 5), and members of the public.

#### ARTICLE 10

Submitted by the Select Board

Article 10, a home rule petition, calls for special legislation that would allow Brookline to hold Hybrid Town Meetings. For the purposes of the requested legislation, “  
hybrid”

is defined as having participants

attend in-person and remotely. The requested legislation would allow the Select Board to decide if a Town Meeting will be a hybrid meeting, allow participants (other than the Moderator, the Town Clerk and members of the Town’s information technology staff needed to operate systems) to attend in-person ~~With no apparent objection in the hearing, the subcommittee’s discussion focused on the technology needed to support them, additional staffing required, whether the legislature or Discussions of Article 10~~ similar legislation and the limitations and challenges of Town Meeting with both in-person and remote participation.

As background, Brookline has held three remote Town Meetings, using Zoom technology for participation and voting. For the last two, Town staff has provided all support to Town Meeting participants before, during and after each session.

Hybrid meetings would require additional staffing from both IT and the Town Clerk’s office, to support in-person and remote check in, distribution of materials, technical support and disability accommodations. A new voting system would be needed as (i) the current transponders do not support remote participation and (ii) Zoom is designed for remote-only participation. Ms Yang noted that the Town is investigating systems and devices to support hybrid Town Meetings. The audiovisual systems in the High School auditorium have not been evaluated as to how well they would support a hybrid Town Meeting; they will likely need to be updated. Members of the subcommittee and the public recommended the Town’s CIO connect with other towns, including Arlington and Concord, and inquire about the systems they are using.

Neil Gordon and Harry Bohrs asked Melissa Goff about legislative initiatives to remove the in-person requirement for Town Meeting, and other Towns considering similar home rule petitions. Ms Goff said she was unaware of any current initiatives. Neil Gordon noted that regarding home rule petitions, the legislature was more inclined to make exceptions for unique circumstances, but that more general exceptions to policy were less likely to be received favorably. Mr. Gordon did note that relatively few towns have representative Town Meeting, in which case legislative approval might be more likely.

Subcommittee members raised concerns that the experience of remote participation in a hybrid meeting would be different from fully remote participation, and that the desired equity goal may not be achieved by hybrid meetings. Overall, though, the subcommittee felt that expanding Town Meeting participation beyond in-person meetings would allow for greater participation and, accordingly voted to recommend favorable action on Article 10.

## 12.A.

### **Recommendation**

The subcommittee recommends FAVORABLE ACTION on Warrant Article 10 by a vote of 4-0.

# 12.A.

## TOWN OF BROOKLINE ADVISORY COMMITTEE Administration and Finance Subcommittee

### ARTICLE 11

Submitted by: Bonnie Bastien (TMM 5), Mike Toffel (TMM 8), Elizabeth Schafer (TMM 10), Marissa Vogt (TMM 4), Jeffrey Benson (TMM 3), Anne Weaver (TMM 11)

Article 11, a home rule petition, calls for special legislation to exempt Brookline from in-person quorums as required by Open Meeting Law. Chapter 30, Section 20(d) currently allows for remote participation, but requires a quorum and the chair be present at the physical meeting location. The petitioners petitioned Articles 11 (and 12) so as to allow the Town to continue to hold fully-remote meetings when temporary COVID provisions allowing remote meetings expire, on April 1, 2022.

### **Discussion of Article 11**

The petitioners' desire is for all meetings of boards, commissions and committees subject to the Open Meeting Law to have an option for remote participation and petitioned Articles 11 and 12 as “

companion

articles,”

to encourage Brookline to permanently offer remote participation options for all meetings.

During the discussion, the question was raised about whether each individual board, commission and committee would need an accompanying piece of legislation to allow for remote participation. Petitioner Mike Toffel said the article had been reviewed by Town Counsel who had not raised that as a concern. Neil Gordon asked whether the state was considering revising the OML to allow remote participation past COVID or whether other towns had similar legislation pending. The petitioners had no knowledge of other towns considering similar petitions, and expressed their view that Brookline's effort would influence both the state (to enact statewide legislation) and other towns (to similarly submit home rule petitions).

~~The subcommittee discussed converting Article 11 to a resolution that could be used in connection with the subcommittee's recommendation for a Resolution to Amend the OML. After discussion, the subcommittee recommended that the Resolution be adopted. The Resolution was adopted by a vote of 4-0-1.~~

### **Recommendation**

